

## **ADMISTRATIVE GUIDELINES FOR STUDENT FUNDRAISING ACTIVITIES**

The following guidelines are to be followed for any activity that involves fundraising by students and from students.

In any fundraising activity involving students the following conditions must be met:

- A. No instructional time is to be used to plan, conduct, assess, or manage a fundraising activity unless such an activity is part of an approved course of study.
- B. Fundraising activities conducted in a school or on district premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Fundraising activities will not be permitted if they interfere with the District's educational program on nutrition.
- D. Student participation in fundraising activities conducted by school related groups, of which they are not members, must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- E. Parent Permission Forms must be signed and returned to the advisor for all participants. (See Fundraiser Handbook for Parent Permission Form.) If an activity involves the students providing a service in return for money (such as a car wash), a member of the professional staff shall supervise the activity at all times. His/her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- F. No student group or volunteer group, which uses students, may conduct more than one major fundraising activity in a school year.
- G. No house-to-house canvassing is allowed by any student for any school or school-related purpose. Students should be instructed to limit their sales to family, relatives, and immediate neighbors.
- H. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity (such as "runs for ..."), must be monitored by a staff member who has the necessary knowledge and training to recognize and appropriately handle a situation in which one or more students may be overexerting themselves to the point of potential harm.
- I. In accordance with the Imlay City Community School Board Policy, each fundraising activity must be approved by the Principal, Superintendent, and then submitted to The Board of Education for final approval; therefore, the group leader or advisor is to complete and submit the Request for Fundraiser Activity form well in advance of the event. Fundraising efforts in the school building will be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.
- J. Contracts with outside suppliers for merchandise to be sold in a fundraising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise unsold and is resalable by the supplier can be returned for full credit. The district will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- K. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for.
- L. A system of internal controls should be implemented in order to safeguard the assets of the student activity funds. See Accounting Guidelines & Cash Control Procedures for details.
- M. Do not enter into any installment or lease agreements when purchasing items with fundraising profits.
- N. Postdated checks may not be accepted and checks may not be cashed for anyone. All checks are to be issued to Imlay City Community Schools. All monies collected should be turned over to the Athletic Office or Finance Office within twenty-four (24) hours or the next business day following

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the last business day of the week. See Accounting Guidelines & Cash Control Procedures for details.

- O. Items purchased to conduct fundraiser activity are **not** exempt from sales tax, and goods and services sold are also subject to sales tax; therefore, sales tax must be budgeted for by the sponsoring group and paid to the State of Michigan through the Finance Office. See Accounting Guidelines & Cash Control Procedures for details.
- P. The sponsoring organization is responsible for the payment of State of Michigan sales tax on all goods, products, etc. that are sold by the sponsoring organization.
- Q. Organizers of sales should not receive gifts or compensation from vendors.
- R. The Student Participation/Inventory Control Form must be completed during the fundraising activity. This form is located in the Fundraiser Handbook.
- S. All school activities and events charging admission fees (ex: dances, plays, concerts, etc.) are considered fundraisers in addition to Raffles, Bingo and Las Vegas Nights.
- T. Licenses must be obtained to hold any raffle, especially a raffle involving a ticket presale.
- U. Upon completion of a fundraiser, a final report is to be submitted to the business office within thirty (30) days. Please see Fundraiser Handbook for Fundraiser Profit Calculation Reports, Student Participation/Inventory Control Report, and Sales Tax Calculation Form, and Fundraiser Activity Summary Report.