



North Muskegon Public Schools Fund Raising Project Request Form

Please see attached Board Policy

Date: _____

Name of Sponsoring Organization: _____

Will students be involved in this fund raising effort? Yes No

If so, what grade are the students in? _____

Contact Person for the fundraising event:

Name _____

Phone Number(s) Day time _____ Evening _____

Address _____

Date(s) of Fund raising event: _____

Purpose of this event: _____

Item(s) to be sold: _____

Price range of these items: _____

How will the fundraiser be conducted i.e., door to door sales at collection in the community, sales at lunch time in the cafeteria, etc.?

How much money do you expect to raise from this fundraiser? _____

What is the current balance in the organizations' account? _____

Principal's Signature _____

Date _____

Soliciting Funds From and By Students

The Board recognizes the existences of many worthwhile community and student activities that require the raising of funds either by the sale of merchandise, tickets, or perhaps direct requests for money. Because of the need to safeguard students in the educational program, the Board limits participation of students to those activities that have the building Principal and/or Superintendent's approval under this policy.

It is the responsibility of the Board to provide the necessary basic texts, materials, supplies, equipment, buildings, and facilities to conduct the approved, basic educational programs of the District. Co-curricular and school-sponsored extra-curricular programs of the District, however, such as athletic programs, school-sponsored student clubs, and curriculum-related field trips or excursions may require financial support above and beyond the District's capacity to provide in order to survive. Community and school fund raising organizations may contribute to the enrichment of basic programs or to co-curricular and extra-curricular activities through the contribution of funds and/or items as long as those contributions have been determined consistent with the above and approved by the Superintendent through the appropriate building or program administrator.

This policy is not to affect those regular school programs such as dramatics or musical concerts, etc., where students might be selling tickets for an activity in which they are taking part. Elementary students will not be asked to sell tickets for middle school or senior high school activities.

If a fund raising project is conducted to sponsor a specific purchase, activity or trip, the purchase or trip must be approved prior to initiation of the fund raising effort. This shall apply to school related groups as well as to school-community organizations.

Every attempt shall be made to coordinate fund raising activities among buildings and various organizations in order that excessive demands are not made upon members of the community. Such coordination is especially important at Christmas or other holiday times when innumerable items are available for sale by the students.

Student Groups

The Principal must approve all fund raising events in advance. Requests must be on an approved application form and submitted to the Principal 30 days in advance of the proposed activity.

Only school-sponsored groups may sell or solicit in a school building and then only within the school housing the group, and only during non-instructional time.

Door-to-Door Sales

Students less than 9th Grade shall not sell school fund raising items or other school related materials door-to-door unless under the direct supervision and observation of a responsible adult (preferably parent/guardian or District staff member) and/or written parental/guardian permission is signed and on file with the club prior to any door-to-door sales occur.

Fund Raising and Student Activity Fund Specifics

- A. Fund raising projects carried on for special trips or special projects should not be started until approval of the trip or project is granted. Trips covered by this policy shall include out-of-state and overnight trips, as well as trips to foreign countries. (Cf. 7490 – Field Trips)
- B. Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with businesses shall require approval of the building Principal before any oral commitment, written agreement, or contract is made or any advance publicity or group promotional activity is undertaken. Once approved however, before sales begin or solicitations are made, contract agreements must be signed by the building Principal.
- C. Fund raising projects shall be compatible with the school's purpose, goals, and general community expectations, but shall not unduly conflict with local business enterprises.
- D. The District may transfer funds remaining in accounts of student organizations that have been inactive for one year to accounts of other co-curricular organizations or to the District's general fund upon recommendation of the Superintendent.

- E. Funds raised on behalf of any organization shall remain within that organization even if a student withdraws or leaves said organization, event or membership.
- F. The District will make decisions based on the assumption the club is working within their established bylaws.

Adult Groups/Booster Organizations

School-related adult organizations raising funds that are to be used primarily for the improvement of the educational or athletic program must submit a written request through the Principal to the Superintendent. This request should be submitted in advance and identify the date(s) and nature of the activity (ies). No fund raising activity should commence until approval has been granted. The purpose is not to unduly limit the activities of these groups, but rather to:

1. Be assured that students are not being “used” or their educational program interrupted.
2. To assist with coordination of activities so that similar activities are not in conflict with each other.
3. To be assured of the appropriateness of the activity and that all fund raising activities, and the use/expenditure of the funds raised there from, comply with local, state, and federal laws¹ and regulations.

Approved: MASB Rec. (Revised 5-5-04)

LEGAL REF.: *Gaincott v Davis*, 281 Mich 515; 275 NW 229 (1937); *Cook v Bennett*, 94 Mich App 93; 288 NW2d 609 (1979); Title IX (34 C.F.R. § 106.3(6)); *Title IX Athletics Investigator’s Manual*, Office of Civil Rights.

Approved: December 13, 2010

¹ A school district that accepts outside financial assistance and allows vast gender differences to emerge at the hands of a third party (the private booster club) may face claims of federal Title IX violations. Title IX regulations caution that to “aid or perpetuate discrimination” by providing “significant assistance” to any organization that provides benefits or services to students is a violation of Title IX. (34 C.F.R. § 106.3 (6)). “Where [athletic] ‘booster clubs’ provide benefits and services that assist only teams of one sex, the institution shall ensure that teams of the other sex receive equivalent benefits and services.” *Title IX Athletics Investigator’s Manual*, Office of Civil Rights.

Expenditures and Reports

Each student activity fund shall have a District employee, recommended by the building Principal, and approved by the Superintendent, in charge of said fund. The custodian of the fund shall be responsible for making reports of the student activity fund to the Superintendent as requested. The Superintendent shall share the information with the Board. Money raised must be submitted for deposit in the team or group's activity account. No money may be housed in any other account than the school based activity account for said team or group.

The report shall show opening and closing balances of each fund, the total amount of deposits, and an itemized list of expenditures.

All payments from student activity funds shall be initiated by completion of the Activity Account Purchase Form signed by the custodian of the fund, Athletic Director (only athletic specific groups) and the Principal.

If anyone is to be paid from this account beyond the set Schedule B arrangement in excess of \$600, pre approval by the Superintendent is required prior to the start of the activity. Schedule B regulations will be followed and/or Federal 1099 regulations will apply.

The District shall assume control of all inactive activity funds and disburse those funds to the activity account selected or expend the funds as directed by the Superintendent in the best interests of students.

Adult Groups/Booster Organizations

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures as set forth by the clubs established bylaws.

All purchases by such organizations shall be billed directly to them and sent to their mailing addresses and not to the schools or the district; except when donations are made to offset extracurricular or athletic salaries, in which case the donation shall be made to the school and the school will pay the employee.

Equipment and material purchased by these organizations and presented to the school shall become the property of the school and under the control of the board.

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