



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** I - Instruction  
**POLICY TITLE:** Guidelines on School Fundraising Projects  
**FILE No.:** IGDF  
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### 1. PURPOSE AND PHILOSOPHY

The Board of Education recognizes that fundraising at the school level has become an important source of providing for needs over and above that available through regular district sources. The Board also recognizes that issues such as excessive solicitation of businesses and patrons, student safety, and financial ethics can arise while fundraising efforts are undertaken. The Board strongly recommends that great care and restraint should be exercised by school level personnel in planning and implementing fundraising projects.

### 2. DEFINITIONS

“Fundraising” means sales made by a school; or made by a student; that are for the purpose of raising funds for the school to purchase equipment, materials, or provide transportation; and that are part of an officially sanctioned school activity.

### 3. GUIDELINES

The Board authorizes the Superintendent’s staff to develop practices and procedures to clarify these guidelines as questions arise. The following specific rules will govern fundraising efforts:

- 3.1** All fundraising efforts must be approved by the school principal or designated assistant principal. Before giving approval, the principal or designee will review the purposes of the fundraising effort, how the money will be spent, and the guidelines and directions that will be given to the students regarding their participation.
- 3.2** School-wide projects planned and carried out by non-student groups such as the PTA, Boosters Club, etc. may be approved. Some examples include school carnivals, concessions stands, book fairs, etc.
- 3.3** Projects where school organizations buy or have donated raw materials, turn them into a finished product under the supervision of school personnel, and sell them to the public may be allowed. When food is prepared, a food handlers permit will be required. The selling of

baked goods or other food items intended for human consumption, which have been prepared at home by students or parents/guardians is not allowed.

- 3.4 Students may only solicit sales, pledges or contributions from persons known to the student or known to their parents/guardians (i.e., friends, neighbors, relatives, co-workers, business associates, etc.). **Door-to-door sales are prohibited.**
- 3.5 Projects which involve a finished product or services provided by a vendor which require sale by students may be allowed, provided that the vendor has been approved by the Nebo School District Operations Department and has met all licensing and registration requirements in accordance with Utah law.
- 3.6 One school-wide *charitable* fundraiser per school per year may be allowed (i.e., Walk-a-Thon, Quarters for Christmas, etc.). In addition to a charitable fundraiser, the Board recommends that each school seriously consider having only one major, *general* school-wide fundraiser per year.
- 3.7 Solicitation of funds from local businesses may be allowed. The approved administrative procedures outlined in Policy # IGDF-P must be followed.
- 3.8 Solicitation of direct donations from patrons may be allowed when the need and use of the funds is identified and approved by the school principal.
- 3.9 “Adopt a School” or school business partnerships which result in the school receiving funds, services, or materials may be allowed and are encouraged.
- 3.10 No rewards or prizes may be offered to groups, classes or students unless specifically approved by the school principal and by the Elementary or Secondary Director.
- 3.11 Student grades or citizenship standing shall not be affected by a student’s ability or willingness to participate in fundraising efforts.
- 3.12 Sales quotas for students may not be a part of any fundraising effort and students may not be required to pay for any unsold items which are returned to the school.
- 3.13 Secondary students who earn money through fundraising efforts will be credited an appropriate amount against any costs that are assessed individually to them by the organization sponsoring the fundraiser.
- 3.14 Students shall not be required to participate in fundraising efforts as a condition for belonging to a team or group; nor shall a student’s fundraising effort affect his/her play time or standing on said team or group. Students must be given the opportunity to directly pay the costs that are assessed to them. Students may not be assessed fees in excess of the Board approved fee schedule.
- 3.15 Students who qualify for fee waivers may participate in fundraising efforts as part of the requirement to work in exchange for the fees waived. Sales quotas may not be established as a condition for fee waiver.
- 3.16 An individual student or group of students may not use the facilities or resources of the school to conduct a personal fundraising effort not sponsored by the school except on a rental basis as outlined in Policy # ECF, *Public Facilities Use Policy*.
- 3.17 The parents/guardians of elementary students must give permission for their students to participate in a fundraising effort before any products or materials are sent home with the student.

- 3.18** Raffles are illegal in Utah and are, therefore, prohibited as a fundraising effort. A raffle is defined as an activity in which people purchase an opportunity to win something which is ultimately determined by chance.

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**EXHIBITS**

None

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**REFERENCES**

Utah Code Ann., §59-12-102(32)

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**FORMS**

None

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