

1 West Ada School District, Meridian

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3 SCHOOL – COMMUNITY RELATIONS

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5 Series 1000

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7 Policy Title Fundraising Activities

Code No. 1002.20

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9 **ALL BUILDING FUNDRAISERS MUST HAVE THE APPROVAL OF THE BUILDING PRINCIPAL.**

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11 The general philosophy of fundraising is to supplement and/or support curricular and
12 extracurricular activities that are part of West Ada School District. All fundraising efforts will need
13 to target a specified goal or purpose.

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15 All funds are to be submitted daily to the building bookkeeper or principal for receipts. No money is
16 to be kept by staff members over night in classrooms, desks, file cabinets etc. There will be times
17 when a sponsor will collect small amounts of cash from students and the issuance of individual
18 receipts would not be practical. When this occurs the sponsor will record the cash receipt or keep
19 cash collection form and submit the cash and the form to the principal or bookkeeper at the end of
20 the day. NOTE: SMALL AMOUNTS GENERALLY CONSIST OF \$25.00 OR LESS.

21 Outside agencies such as PTO, PTA and Boosters may fund raise to support any student group or
22 school project. PTO's, PTA's and Boosters shall issue a check to the school that will be deposited into
23 the proper ASB account.

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25 Guidelines

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27 A. Students will not be allowed to take part in door-to-door fund raising campaigns.
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29 B. Schools will not select fundraising activities that promote a high level of individual student
30 competition
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32 C. Sales fundraisers shall only promote high quality, reasonably priced items.
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34 D. Fundraising activities conducted by raffle shall only be permitted in compliance with Idaho
35 Code Title 67 (State Government and State Affairs), Chapter 77 (Bingo and Raffles).
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37 E. Fundraising kick off events and activities should have a minimal effect on instructional time.
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39 F. Fundraising companies must have a refund/replacement policy.

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41 Additional High School Guidelines:

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43 A. It shall be the responsibility of the building principal to work with coaches, advisors, and
44 booster groups to control how athletic programs and student activity funds are spent and to
45 insure that funds raised are appropriate.
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47 B. When necessary, all activity or program participants will be expected to fund raise or make
48 a personal payment for fees in lieu of fundraising.
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- 50 C. Booster groups are required to develop a scholarship process in their fund raising guidelines
- 51 for extraordinary situations.
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- 53 D. All costs for any program/activity must be communicated by the coach/advisor prior to
- 54 participation.
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- 56 E. Fundraising for travel shall follow Policy 503.70, Student Tours, Excursions and Overnight
- 57 Trips.
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- 59 F. Donations should not have expectations of favors or playing time connected to the donation.
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Date of Revision:
7/12/05; 11/15/11; 12/18/12

Legal Reference: Idaho Code
Title 67, Chapter 77