



FARMINGTON SCHOOL DISTRICT NO. 192	NEPN CODE: ABA
POLICIES AND REGULATIONS	

## **Foundations and Basic Commitments**

### **Fundraising Policy**

The Farmington School Board acknowledges that fundraising is an established and generally accepted practice within the district and community. It has been used as a means to obtain funding and resources for programs and activities considered beneficial, but not typically funded in the district's budget. The consequences of fundraising are such that it is necessary and appropriate for the school board to provide guidelines and procedures that address the many concerns surrounding this practice.

#### **FUNDRAISING GUIDELINES AND PROCEDURES:**

- 1) Basic rules to follow.
  - A) No fundraisers should take place prior to building administrator and finance director review.
  - B) Fundraising proposals involving elementary and middle school aged students shall not endorse door-to-door sales or solicitations.
  - C) Fund raisers involving students providing a service to others are encouraged.
  - D) The board is to be informed of fundraising proposals involving solicitation of charitable gambling establishments and may include a presentation to the board by a representative of the group making the solicitation.
  - E) Solicitation of businesses shall be supervised such that for any one fundraiser, no business shall be solicited by more than one representative of the group. At such time that the Farmington Area Chamber of Commerce establishes a foundation and process to handle fundraising requests from groups sanctioned by the school district, direct solicitation of chamber members will be reconsidered.
  
- 2) Fundraising proposals may be initiated by an appropriate representative of the following groups:
  - A) District sanctioned student organizations or clubs;
  - B) Building Parent Councils;
  - C) School Music Organizations;
  - D) Community Education Advisory Council;
  - E) Administrative Team.

- 3) Fundraising proposals shall be submitted to the appropriate building administrator and the finance director include the following:
  - A) name of group and representative making proposal;
  - B) description of how the funds will be used;
  - C) description of products and services (including advertising) involved and to whom they will be offered;
  - D) description of any direct solicitation of money, gifts or prizes, and who will be solicited;
  - E) description of how fundraising will be conducted (include start date, end date, who will participate, location, who will be in charge, list of outside groups or individuals providing assistance, time of day, how products or services will be sold or delivered, whether there will be door to door sales, etc.).
  
- 4) A building administrator and the finance director will evaluate fundraising proposals based on the following criteria:
  - A) The need for funds is clearly demonstrated.
  - B) The use of funds will benefit students through enhanced curricular, co-curricular, or community programs.
  - C) The products and services involved are of a nature that conforms to district and community standards.
  - D) The fundraising proposal is in compliance with the "basic rules" of this policy.
  - E) The fundraiser is well planned and will be adequately supervised.
  
- 5) The process used to evaluate fund raising proposals as well as approval or disapproval by administrative team members will be based on factors contained in this policy. A record will be kept of all fund raising proposals.

Date Adopted: 09/28/92  
Dates Revised: 11/11/96; 07/12/02  
Next Scheduled Revision: 06/07  
Legal References  
Contract References  
Cross References