

## **511 FUNDRAISING**

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### **I. PURPOSE**

The purpose of this policy is to provide a philosophical framework regarding fundraising in the Willmar Public Schools. In addition, the policy outlines protocol that must be followed in order to have fundraising initiatives approved prior to implementation. Finally, the policy enumerates procedures that must be followed regarding carrying out fundraising events.

### **II. GENERAL STATEMENT**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### **III. PHILOSOPHICAL FRAMEWORK**

Fundraising has become a necessary part of school operations due to the fact that insufficient funds are available to fund student activities at appropriate levels. In addition, fundraising is needed in order to provide the enhancements and “extras” that are deemed worthy for students as a supplement to the general school program. Because the district is sensitive to the public reaction to fundraising, fundraising initiatives must be carefully planned, designed, and carried out so that the public is not overburdened. A clear need for the fundraiser must be clearly defined.

### **IV. RESPONSIBILITY**

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will maintain the integrity of individual students, employees, or the District.
- B. All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.

### **V. FUNDRAISING PROTOCOL**

Individuals coordinating a fundraising activity must complete the Fundraising Request Form in order to gain administrative approval prior to beginning the event. The approved protocol is outlined on the request form which elicits information about the event and what the funds raised will be used for. Coordinators of fundraising events must consider the impact that their fundraiser will have on local businesses and must consider what other funding sources could be garnered to accomplish the goal set for the fundraiser. The use of general solicitation letters seeking funding, without other clarifying activities, should be avoided.

### **VI. PROCEDURES**

The fundraising activity must adhere to the following procedures:

1. Clearly state purpose when carrying out fundraiser.
2. Participants must identify who they represent during the fundraiser.
3. Coach participants regarding etiquette while carrying out the fundraiser.
4. Report total amount raised to administrator at close of event.
5. Grades 9-12 students who go door-to-door should proceed in pairs.
6. Deposit funds to appropriate school account.
7. Carefully edit printed materials being distributed through the fundraiser.
8. Recommend adults accompany students on door-to-door sales.

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**Legal References:** Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (Duties)  
Minn. Stat. § 123B.36 (Authorized Fees)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)