

Kimberly School District
Policy 3530
Student Fundraising Activities

Purpose

The Board of Trustees recognizes that fundraising can provide valuable financial support for student organizations and extracurricular programs. At the same time, the Board acknowledges the need to limit excessive solicitation of students, families, staff, businesses, and the community while ensuring fundraising activities directly support student programs.

General Requirements

All fundraising activities conducted by district-sponsored clubs, teams, organizations, or classes shall be approved prior to the activity. Fundraising proposals shall be submitted to the local administrator and superintendent before being recommended to the Kimberly School Board of Trustees for approval.

Funds raised shall be used to support the approved program, organization, or activity and shall primarily benefit the program as a whole rather than individual students.

Fundraising shall not be conducted for the purpose of purchasing items that become the personal property of individual students unless the item is required for participation in the activity. Examples include, but are not limited to, required uniforms, cheerleading uniforms, volleyball uniforms, swimwear, or other required participant equipment approved by the administration.

Fundraising Limitations

Each club, team, organization, or class shall be limited to one solicitation-based fundraiser during each school year. Solicitation-based fundraisers include, but are not limited to:

- Product sales
- Direct requests for donations
- Sponsorships or banner sales
- Other fundraising activities primarily based on requesting money from individuals or businesses

Service-based fundraising activities are encouraged and are not subject to the one-fundraiser limitation. Examples include, but are not limited to:

- Community service projects
- Garbage can cleaning
- Yard or lawn cleanup
- Community meals or dinners
- Golf tournaments
- Bingo nights
- Other activities in which participants provide a service or event in exchange for participation or payment

The administration may approve additional solicitation-based fundraisers when extraordinary circumstances exist and sufficient justification is provided.

Student Costs

Student participation fees and charges for participation-related items, including spirit packs, apparel, uniforms, and other required purchases, shall be identified in the applicable student handbook. The student handbook, including all student fees and charges, shall be reviewed and approved annually by the Kimberly School Board of Trustees.

Financial Accountability

Each fundraising proposal shall include an estimated budget identifying anticipated gross revenue, anticipated expenses, and projected net proceeds.

Organizations conducting approved fundraisers shall maintain accurate financial records for each fundraising activity. At least quarterly, each organization shall submit a financial report to the administration identifying the actual revenues, expenditures, and net proceeds associated with each approved fundraiser. Failure to submit the required quarterly reports will result in the organization being ineligible to apply for additional fundraisers until all required reports have been completed.

The Superintendent or designee shall establish administrative procedures and reporting requirements necessary to implement this section.

Review

Fundraising proposals shall clearly identify:

- The purpose of the fundraiser.
- How the proceeds will benefit the program.
- The anticipated amount to be raised.
- The type of fundraiser being requested (solicitation-based or service-based).

The Board reserves the authority to approve, deny, or place conditions on any fundraising activity determined not to be in the best interest of the district or community.