

# School District of Hortonville

**Title:** Fund Raising

**Date Adopted:** 3/8/82

**Policy No.** 5018

**Date Revised:** 7/24/00

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**Policy Statement:**

This policy will cover all fund raising activities by school-sanctioned groups and organizations associated with the School District of Hortonville.

Fund raising activities help student organizations and clubs by providing additional funds for supplies and equipment. Fund raising activities may also provide for extended educational opportunities (study tours, etc.) that require financial assistance.

In order to be sensitive to the time requirements placed on students and the financial burden placed on the student's family and the community, the number of fund raising events per school or per club/activity may be limited by the building principal.

**Rationale:**

Fiscal responsibility and student/community welfare.

**Scope:** District-wide

**Responsibility:** All Administrators

**Implementation:**

1. A school calendar for all known fund raising activities including those in which the community is to be involved shall be prepared by club advisors or officers and submitted to the principal to reduce date conflicts. The calendar shall be submitted to the district administrator by the end of the third week of school. Any variance after the third week must be submitted to the district administrator.
2. Fund raising within the school will not be authorized unless the following requirements have been completed.
  - a. The advisor of each club or co-curricular activity will submit a statement justifying the reason (s) for the fund raising.
  - b. The statement will be submitted to the building principal or his/her designee at least two weeks prior to the date the fund raising is to be conducted.
  - c. The statement will include the list of items to be sold, the period of selling time, and the purpose for which the funds will be used.
  - d. If approved, the request will be signed by the principal, and returned to the advisor.
  - e. The district administrator will be apprised by each principal of what is pending and veto the project if deemed inadvisable.

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

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After the above procedure is followed and approved the following conditions must be met:

1. The activity will not interfere with school proceedings and the process of education.
2. The name of the vendor shall not be used in fund raising (example: G.E. when selling light bulbs).  
The sale items must be of acceptable quality and good aesthetic taste.
3. The proceeds of the fund raising activity must be processed through the Student Activity Fund Accounts.
4. All student participation in fund raising shall be strictly voluntary.
5. Graduating classes shall designate the expenditures of funds from their accounts for a purpose beneficial to the school, community and approved under normal district procedures. Upon graduation, funds remaining in a student activity account shall become the property of the school district and may be reassigned within the student activity accounts.
6. All student activity accounts must end the year with either a positive or zero balance. Any advisor to a club or organization, which ends the year with an activity account which has a negative balance, must prepare a correction plan with the Principal. The Director of Business Services must also approve the correction plan, which when approved, will be placed on file for the annual audit.

**Associated Information:** Policy Reference #7008 Parent Organizations, and #10065 Student Activity Fund Accounting