

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

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## STUDENT FUND-RAISING

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

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For the purpose of this policy “student fund-raising” shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

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 that require financial assistance.

### **Student-Led Fundraising for School-Related Organizations**

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale to student's, of food and/or beverages items that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. To be in compliance with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules, any competitive food items and beverages for sale to students between midnight and thirty (30) minutes after the end of the school day, shall also comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules. Wisconsin's Fundraiser Exemption Policy: DPI will allow two (2) fundraiser exemptions per student organization per school year. (Proper paperwork needs to be completed, forms attached.) Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

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.

### **Implementation:**

- A. 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.

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- B. Fundraising by students on behalf of school-related organizations whose funds are not managed by the District, (Booster Clubs) may be permitted on school grounds with authorization from the building administrator. Fund raising within the school will not be authorized unless the following requirements have been completed:
1. The advisor of each club or co-curricular activity will submit a statement justifying the reason (s) for the fund raising.
  2. 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.
  3. 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.
  4. If the fundraising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent or a person at least sixteen (16) years of age. Permission slips must accompany the statement to the building principal.
  5. If approved, the request will be signed by the principal, and returned to the advisor.
  6. The District Administrator will be apprised by each principal of what is pending and veto the project if deemed inadvisable.

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

- A. The activity will not interfere with school proceedings and the process of education.
- B. 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.
- C. The proceeds of the fund raising activity must be processed through the Student Activity Fund Accounts.
- D. All student participation in fund raising shall be strictly voluntary.
- E. 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.
- F. 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.

In accordance with Policy #5840 – Student Groups, Clubs, and Activities, use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the District Administrator.

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## Competitive Foods\* / Beverages / Fundraising / Concessions

- A. All fundraisers should have a donation option versus solely purchase.
- B. All fundraisers are encouraged to follow USDA Smart Snacks in School – Fundraisers.
- C. The sale or distribution of energy drinks or sugared drinks is discouraged. (Please note: the Wellness Committee and Healthier Generations recommends prohibited.)
- D. The sale of candy is discouraged. (Please note: the Wellness Committee and Healthier Generations recommends prohibited.)
- E. Concession stands must offer healthy alternatives such as water, 100% fruit juice, fruit, and granola or sugar-free cookies, etc.
- F. All Fundraising projects must be approved by the school administrator as stated in this policy. All fundraising projects involving food shall have a goal of supporting healthy nutrition and wellness. Fundraising projects involving physical activity (eg, walk/run event) is beneficial to overall wellness and shall be encouraged.
- G. Items being sold must not interfere or compete with the National School Lunch or Breakfast program.

\*Competitive foods: “foods sold in competition to children in food service areas during lunch periods.”

## **Suggestions for Snacks from the Healthier Generation and HASD Wellness Committee:**

**Each product must be submitted to the Alliance for Healthier Generation product calculator to determine whether or not it meets smart snack guidelines. The following are examples of items that fit into the current smart snack guidelines.**

- ✓ Whole Grain Goldfish (.75 oz)
- ✓ Baked Cheetos (.875 oz)
- ✓ Baked Doritos Red Fat/Zero Trans Fat-Nachos (.75 g)
- ✓ Baked Lay's Crisps Original Zero Trans Fat (.875 oz)
- ✓ Baked Lay's Crisps Sour Cream (.875 g)
- ✓ Munchies snack mix zero trans-fat (.875 g)
- ✓ Baked Tostitos Scoops Reduced Fat (.875 g)

## **Legal References**

Board Policy #8510 Wellness

USDA Policy Memorandum, SP 36-2014

Wis. Stat. 103.23

7 C.F.R. Parts 210 and 220 (June 2013)

NEOLA 2020

[http://fns.dpi.wi.gov/fns\\_smartsnacks](http://fns.dpi.wi.gov/fns_smartsnacks)

Reference Forms:

- DPI – Compliant Food Fundraiser Tracking Tool
- DPI – Exempt Fundraiser Tracking Tool
- DPI – Smart Snacks Tracking Tool

Board Approved 5/12/14; 12/14/15; 10/24/16; 1/22/18; 10/28/19; 4/12/2021

Adoption Resolution 10/13/14