

STUDENTS

Student Fund Raising Activities

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. Students should not be used to promote fundraising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized school or humanitarian purpose.

The term “fundraising” encompasses activities that are designed to raise funds to support the education program or raise funds for outside organizations that have an educational or humanitarian benefit that meets one of the following criteria:

1. Involves a student group
2. Involves a community group and takes place during the school day or utilizes school facilities or equipment
3. Involves District personnel

Elementary fundraisers are defined as fundraisers involving the Pre-K-5 educational program and secondary fundraisers are defined as involving the 6-12 educational program.

It shall be the responsibility of the building administrators to develop recommendations to the Superintendent or designee that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.

1. All fundraising activities must be approved in advance by the school Principal or designee
2. It shall be the responsibility of the Associate Superintendent or designee to provide coordination of student fundraising throughout the school district as deemed appropriate.
3. All revenue generated by the fundraiser must be deposited in a school activity account with all disbursements made from this account.

4. Control and direction of all fundraising projects shall rest with the Principal or designee or student advisor and not be granted to any vendor. All students, staff, and school-sponsored groups convened or authorized to raise funds will submit a plan to the Principal or designee or site administrator indicating the amount of money needed and the activities and dates planned for raising the stipulated funds. A report of the total amount earned by each event shall be submitted to the Associate Superintendent or designee at the conclusion of the fundraising activity.

Factors used in the decision to approve or deny a fundraising request include:

1. Age-appropriateness of the method as well as the product
2. Staff and student time required
3. Impact on class instructional time
4. Impact on the community
5. Saturation of the market
6. Relationship of the fundraiser to the school and/or District strategic plan
7. Recognition of voluntary contributions
8. Percentage of the net profit of the fundraising vendor compared to the net profit of the individual school, site, club or organization
9. Overall impact on the students

All fundraising activities in Community Unit School District 308 shall adhere to the following:

1. Students cannot be compelled to buy, use, or participate in a fundraising activity.
2. Fundraising activities during the school day should be limited in number and may not conflict with regulations related to foodservice programs.
3. Community solicitations or door-to-door sales will be limited.
4. Door-to-door sales will not be conducted by students in grades Pre-K-8.

5. All individuals involved in door-to-door fundraising projects will, for identification purposes, carry a letter or card of endorsement from the school while engaged in the actual selling activity.
6. The net profit of the fundraising will be made available by request to parents or community members.
7. Use of the specific name of Community Unit School District 308 by an unapproved fundraising activity is prohibited.

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Fund), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

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