

Barbour County Schools
STUDENT FUND RAISING ACTIVITIES

- 1.0 Purpose.** The purpose of the student fund raising activities policy is to establish procedures as to how and when students may be involved in fund raising activities.
- 1.1 Barbour County Schools expects all fund raising activities to have prior approval by the Board of Education.
 - 1.2 Barbour County Schools expects that all fund raising activities that shall involve students is developmentally appropriate, reasonable, and shall not interfere with learning during the instructional day.
- 2.0 Responsibility.** All student fund raising activities shall be submitted by the sponsoring organization or school group in writing to the school principal to begin the review and approval process.
- 2.1 The school principal and the superintendent shall determine whether the fund raising activity fits the parameters of this policy.
 - 2.2 Upon recommendation of the school principal and superintendent, the Barbour County Board of Education shall approve fund raising activity involving students.
- 3.0 Charitable or Community Fund Drives:** Charitable or community fund raising activities shall be limited as not to interfere with learning during the instructional day.
- 3.1 Student participation shall be voluntary in all fund raising activities.
 - 3.2 Appropriate school finance records shall be kept at the school on individual student and school wide funds raised.
 - 3.3 Schools shall request that students and/or their families reimburse the school for all lost or stolen fund raising product sold and money.
- 4.0 School Sponsored Fund Raising Activities;** All school sponsored fund raisers for instructional, interscholastic, or extracurricular programs shall be reflected in the annual budget submitted by to the Board of Education for approval.
- 4.1 Student participation shall be voluntary in fund raising activities and shall not effect participation in field trips, extracurricular groups, or interscholastic teams.
 - 4.2 Appropriate school finance records shall be kept on individual and School wide funds raised.
 - 4.3 Schools shall request that students and/or their family reimburse the school for all lost or stolen fund raising products and money.
- 5.0 Procedures.** The superintendent or his/her designee shall develop procedures to evaluate whether student fund raising activities meet the parameters of this policy.
- 5.1 The superintendent shall submit the student fund raising procedures to the Board of Education for review.
 - 5.2 A copy of this policy and procedures shall be available to the schools on the Barbour County Schools website, at each school and at the Board of Education Office upon request.

Adopted: 11/1/76
Revised: 03/08/10, 1984, 9/18/89

See Procedures 8830P

Barbour County Schools
Student Fund Raising Activities Procedures

1. All charitable, community, or school sponsored groups wishing to raise funds involving students in the schools shall complete the Board of Education fund raising form at least 3 weeks prior to the date of the activity. The fund raising event request form shall submit it for approval to the school principal. School sponsored organizations shall also submit an annual budget including projected fund raising monies for approval.
2. The school principal shall review and approve the fund raising request if it meets the parameters of the policy 8830.
3. The school principal shall forward all school level approved fund raising requests no later than one week from approval to the superintendent of schools for review and approval.
4. The superintendent shall review, approve, and submit all approved fund raising requests to the Board of Education for final approval.
5. No fund raising activities shall occur before final approval is granted by the Board of Education.
6. The school principal shall inform the person in charge of the fund raising activity that permission has been granted or denied at any of the aforementioned levels by providing them with a copy of the reviewed form.
7. All fund raising activities shall be scheduled after approval through the principal.
8. School finance records shall be kept on the amount of money raised by individual students and by the school group or charitable/community organization.
9. Any lost or stolen product sold by a student is the responsibility of the student and or his family.