

Fundraising

I. Purpose

- a.** The purpose of this policy is to provide standards, requirements and guidance for school and student fundraising activities at Valley Academy Charter School (VAC). The Board recognizes that fundraising provides needed resources for school programs and activities. The Board also recognizes that fundraising raises issues such as excessive solicitation of local businesses and patrons; student safety; time commitments for students and families and fiduciary ethics. This policy should strike a balance between these important concerns and also be compliant with state laws, accounting practices and educator ethics.

- b.** The purpose of an intended fundraiser shall be clearly stated to students, parents and patrons. The purpose shall also include the use of any unused funds (carry-over for the next year, dedicated to another similar program or activity, etc.). In no case shall proceeds from school-sponsored student fundraising activities be transferred to employees.

II. Approval for school sponsored fundraising activities

- a.** Anticipated fundraising for individual courses, activities **and** for anticipated revenue of less than \$500:
 - i.** All fundraising activities in this category shall be approved in advance by the School Director.
 - ii.** The School Director shall consider various factors in approving or disapproving a proposed fundraiser:
 - a.** The necessity for the desired funds;
 - b.** The total number of fundraisers proposed for a specific activity or purpose;
 - c.** The time period for the fundraiser;
 - d.** The burden that the fundraiser may place on students or families;
 - e.** Student and parent support for the fundraiser;
 - f.** The availability of adequate supervision over students who may participate in the fundraiser;
 - g.** The potential burden on the community due to the proposed fundraiser; and
 - h.** The timing and time period of the proposed fundraiser.
 - iii.** The fundraiser supervisor shall excuse any student from participation in a group fundraiser if the student and parent present a compelling rationale for a student's inability to participate.
 - iv.** If approved, the fundraiser school supervisor shall notify parents of:
 - a.** The dates and times of the fundraiser;
 - b.** The purpose of the fundraiser;
 - c.** If the fundraiser will benefit all students in the class or on the team or if the fundraiser may benefit some students disproportionately—with express attention to family/student confidentiality regarding fee waivers.
 - d.** Expectations for students; and
 - e.** Other information regarding the fundraiser.
 - f.** This information may be communicated to parents via email, parent newsletters or other appropriate means.

- b.** Anticipated schoolwide or multiple grade fundraisers where anticipated revenue exceeds \$500:

- i. All schoolwide fundraising must be approved in advance in writing by the VAC Board,
- ii. All other fundraiser requirements listed in Section II.A. shall apply to schoolwide fundraisers.

III. Limitations and Prohibitions

- a. Students shall not be required to solicit or sell door-to-door for school-sponsored fundraising.
- b. Individual fundraising shall not be **required**.
- c. Teachers or coaches shall not collect money. All funds must be paid/submitted directly to a designated school administrator.
- d. Student participation in school-sponsored student fundraising shall not impact grades, academic credit, citizenship grades, or eligibility for teams, classes or programs.
- e. Student fundraising shall not impose sales quotas on students, nor shall VAC employees enter into contractual commitments to sell specific numbers of items or service units. Students or families cannot be required to pay for items or units that are not sold.

IV. Other Provisions

- a. **School-related activities v. non-school related fundraising:** School personnel and resources must only be used for fundraising for school-related activities and programs. If VAC employees or Board members rent or receive permission to use VAC property or materials for non-school related fundraising, VAC must be appropriately compensated and non-school related funds must be strictly distinguished from school-related funds. Accurate records must be maintained for these activities.
- b. **VAC tax exempt number:** The School Director must give express permission for employees to use the school's tax-exempt number for fundraising purchases and/or purposes.
- c. **Receipts:** Charitable donation receipts should be available for donors, if appropriate.
- d. **Donation approval:** Any private donations of gifts, goods, materials, or equipment must be approved by the School Director prior to the donation.
- e. **Relationships and conflicts of interest:** VAC employees or Board members shall promptly disclose any personal or financial relationship with a potential donor or fundraising organization. The VAC Board shall make a determination if the relationship would benefit the employee or Board member and may disallow the donation or further school relationship with a fundraising organization if the employee/Board member or the employee's or Board member's immediate family would benefit personally or financially in accepting a donation or continued participation with the fundraising organization.
- f. **Donations:** Donations may not be directed at specific LEA employees, vendors or brand name goods or services.
- g. **Reimbursements:** VAC employees may receive reimbursement out of fundraising efforts for expenses incurred and documented with receipts while supervising school-sponsored student fundraising activities (e.g. purchased food or snacks, travel, accommodations, standard per diems, etc.)
- h. **Lotteries:** Lotteries, raffles or drawings in which a "chance to win" is purchased are illegal in Utah and are therefore not allowed as fundraising activities.