

FUNDRAISING BY SCHOOL SUPPORT ORGANIZATION CHECKLIST

- The principal or designated administrator meets with the designated representative of the outside organization (PTA, booster clubs, service organization) that wishes to conduct fundraisers utilizing students and/or staff. They discuss the proposed fundraiser and any constraints by the outside organization, determine if it is consistent with building/District needs and criteria, and review fundraising policies, procedures, and guidelines.
- Review “District Guidelines for School Support Organizations.”
- Determine who sponsors and thus controls the fundraiser. See “Qualifications to determine when a Fundraiser is an ASB or a Booster Club activity” flow chart.
- Determine what products, if any, will be sold as part of the fundraiser and ensure that any goods (including food items) or services sold are consistent with District policy.
- All funds are to be deposited in the bank account of the outside organization.
- All funds are to be handled by the School Support Organization’s non-student volunteer members. **Funds handled by students and/or staff during instructional time become District funds.** See school calendar for school start/stop times.
- The sponsoring organization is responsible for ensuring appropriate insurance is acquired.
- The sponsoring organization must sign all contracts with fundraising vendors. If a school employee signs the contract, the funds raised become District funds.
- The sponsoring organization handles and absorbs any costs associated with advertising the fundraising activity (flyers, posters, etc.). Any copies using District resources (copiers, paper, etc.) must be made at the Administration Office.
- The principal or designated administrator approves the fundraising activity by the outside organization.
- The principal or designated administrator disapproves the fundraising activity by the outside organization, providing the representatives of the outside organization with rationale for decision.
- The outside organization ensures members of their organization understand their roles and responsibilities regarding running fundraisers utilizing students and/or staff, according to District Policies and Procedures.
- Once funds are raised, any funds, materials, supplies, or equipment donated to the school, must follow District Board Policy and Procedure 6114/6114P for “Gifts.”

SOME EXAMPLES & CONSIDERATIONS FOR CERTAIN ACTIVITIES

SCENERIO #1: Booster Club Raffle

The Booster Club wants to conduct a raffle with the proceeds to buy new football bleachers for the District. Upon completion of the raffle, the Booster Club plans on purchasing the bleachers and donating them to the District.

Concerns & Procedures:

- 1) Raffles are considered “gambling” and procedures for holding and conducting raffles is strictly governed by the WA State Gambling Commission.
- 2) The School Board must consider the donation’s impact on Title IX compliance (Title IX is in regards to equity issues amongst girls and boys athletic programs.) before accepting any monetary or physical donation. It is recommended that the Booster Club communicate its intentions with the District before it holds the raffle so that the District can evaluate for possible Title IX issues.
- 3) The District must make sure the bleachers meet safety standards to ensure student and community safety as well as protect against possible liability issues. It is recommended the Booster Club communicate with and work with District staff in advance of the purchase, to determine an acceptable model/product to purchase.
- 4) Conversely, the Booster Club could also donate the funds to the District, in which case the District would accept the money as a donation to be specifically used for the intended purpose of buying bleachers. (Certain purchasing procedures and possible bid laws might apply.)
- 5) The District requires a Facility Use request for any raffles conducted during District/School-sponsored events (athletic and non-athletic).

SCENARIO #2: High School Volleyball Team Sponsors a Summer Tournament

The high school volleyball team sponsors a summer volleyball tournament and a \$125 entry fee is charged. Each participant is given a tee shirt; awards are given; officials are financed; and the head coach is given a stipend for running the tournament.

Concerns & Procedures:

- 1) If the high school volleyball team sponsored it, it is a school activity.
- 2) The School Board must recognize this as an approved summer activity.
- 3) WIAA rules must be considered before conducting the activity.
- 4) All entry fees generated from this activity are District funds and must be receipted into either the ASB or District account, whichever is designated.
- 5) District or ASB purchase orders must be initiated to cover the costs of shirts, awards, and officials.
- 6) A contract for the volleyball coach’s tournament directorship should be established through Human Resources and he should be paid according to school district policy.

SCENARIO #3: The Booster Club Sponsors a Summer Basketball Clinic

The Booster Club sponsors a summer basketball clinic at the high school gym. The high school basketball coach is asked to run and direct the clinic. Student members of the high school varsity basketball team also help run the clinic. A \$40 fee is charged to each participant in the clinic. Each participant is given a t-shirt and the head coach is given a stipend for running the clinic.

Concerns & Procedures:

- 1) The Booster Club should be subject to the District’s facility use rental policy and procedure.
- 2) The Booster Club will need to carry liability insurance for the activity.
- 3) The principal or other designated administrator must approve this activity.
- 4) Student participation should be voluntary.
- 5) If this is truly a Booster Club sponsored activity, the Booster should provide the majority of the workforce to handle advertising responsibilities, payment receipting duties, design and ordering of t-shirts, etc.
- 6) If the coach is not volunteering their time and expertise, then it is recommended that the Booster Club work with the District to employ and pay the coach for this activity. The District would pay the coach by timesheet or special stipend and the Booster would then pay the District for the coach’s stipend or time.
- 7) Alternatively, the ASB basketball team could sponsor this activity as a fundraiser with the Booster playing a support role. Funds from the event would be deposited and receipted through the District.