

Fundraising activities are not confined to regular school hours but are considered an extension of the school program.

When fundraising activities are in the name of a campus or the District and are open to the entire student body, all funds raised become campus or District activity funds, as appropriate. When fundraising activities are confined to a specific student organization or group, all funds raised belong to the group or organization responsible for raising the money.

Students must not be required to participate in fundraising activities and cannot be penalized for choosing not to participate. Money raised should be used to benefit all students of the applicable group or organization and not just those who participate in the fundraising efforts.

The principal at each campus is responsible for developing procedures for his or her campus staff to submit fundraising requests and for retaining all necessary records related to fundraising projects in the event of an audit or on request of the District central office.

On initiating a fundraising activity or project, including any eligible tax-exempt fundraising projects, each sponsor and each principal is agreeing to comply with all relevant state and federal laws related to fundraising. The District's business office should be consulted with any questions or concerns regarding statutory requirements.

At a minimum, the following information must be retained by each sponsor and principal:

1. The original fundraising activity request form including the principal's approval;
2. Receipt books; and
3. A statement of revenues generated, expenses incurred, and remaining inventories (if applicable).