

## School District of Janesville Fund-Raising Information

Please view Board Policies and Administrative Regulations as found on-line ([www.janesville.k12.wi.us](http://www.janesville.k12.wi.us)) for complete guidelines and procedures.

### Excerpts from Board Policy 6550 – Student Fund-Raising Activities:

All fund-raising activities sponsored by school clubs, organizations or athletic teams shall have the approval of the building principal. Proceeds should be applied toward a worthwhile school project(s) or toward something educational for the members involved. Athletic fund-raising activities must be applied towards the purchase of equipment. Money shall not be raised by students or staff for personal use. Fund-raising monies shall be processed through the Agency Fund in accordance with established procedures.

As per state law, students under the age of 12 will be permitted to participate in fund-raising projects provided written approval is obtained from the student's parent(s) or guardian. Students under the age of nine or each group containing one or more students under the age of nine must be physically accompanied by a parent or a person at least 16 years of age when working in a fund-raising activity.

The sale of all foods for fund-raising must support children's health and school nutrition education efforts. Choosing non-food fundraisers or foods that meet the nutritional and portion size standards found in Administrative Regulation 5470.2 is recommended and shall take place only before school, where breakfast programs are not offered, and/or after school hours.

### Excerpts from Board Policy 1210 – Parent School Support Organizations:

The Board recognizes the value of school organizations such as athletic booster clubs, PTAs, PTOs, band parents, and similar groups. Such organizations are encouraged to maintain a close liaison with the school district through the staff and administration.

Parent school support organizations shall:

1. Observe all pertinent existing Board of Education policies and regulations pertaining to such activities as fund-raising and presenting of gifts of equipment, money or supplies.
4. Notify building principals of planned activities and fund-raising events according to existing policies so that a district-wide calendar can be compiled.

### Excerpts from Administrative Reg. 1340.1 – Sales and Solicitation

The ultimate goal of raising and expending funds by either school or non-school sponsored groups shall be to promote the educational welfare of students.

School-Sponsored Activities:

1. All student participation in fund-raising shall be voluntary, therefore, students shall not be required to participate in any campaign to raise funds for any purpose.
2. No quotas may be set for individual students or groups.
3. All activities shall be managed so they safeguard the welfare of participating students.
4. Particular care, especially at the elementary level, will be given to minimize the pressure on students to solicit or contribute to fund-raising activities.
5. Student, faculty, or any other school organization shall not be expected to raise money for capital outlay expenditures (additional or replacement).
6. Elementary school children (PreK-5) shall not be used for door-to-door sales, but may be permitted to participate in other fund-raising activities as per state statute 103.23.
7. Supplemental instructional materials which are purchased with fund-raising proceeds and which affect the curriculum must be approved by the District Administrator or his/her agent.
8. All receipts and disbursements for school-sponsored fund-raising activities will be approved by the school district.
9. The District Administrator or his/her agent will monitor fund-raising activities among all district schools to minimize unequal supplemental purchasing opportunities from school to school.
10. This regulation shall not restrict school organization fund-raising projects approved by the Principal.

Activities Sponsored by Non-School Organizations:

1. The preceding guidelines in this regulation shall not restrict fund-raising activities by parent/ teacher organizations or booster groups. However, elementary school students (PreK-5) shall not be used to solicit funds or sell merchandise.
2. With Principal approval:
  - a. Elementary students will be permitted to carry fund-raising literature to and from school for parent/teacher organizations.
  - b. Schools may collect money for parent/teacher organizations. However, they may not process or store money.
3. Non-school organizations shall be discouraged from providing sales incentives to elementary school children.

If school facilities, students, or personnel are used as part of parent/teacher or booster-group fund-raising activities, these organizations are then expected to follow the procedures outlined (in Board Policy and Administrative Regulations).

Activities associated with the fund-raiser shall not infringe on instructional time.

## Fundraising Approval Form 2019-2020

Please turn in to your Building Principal/Designee  
**by September 20, 2019**

Late requests should be turned in as soon as possible but no later than two weeks before you would like to begin advertising the fundraising activity.

Please complete all areas to the best of your ability. If you have any questions, contact your building principal or fundraising designee.

Name of School: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Sponsoring Group, Club, Class, Etc. \_\_\_\_\_

Name & Number of Fundraiser Contact/Faculty Advisor: \_\_\_\_\_

What is the fundraising activity? (Describe the fund-raising activity, including location if not held at your school; if working with an outside vendor/program, please name that vendor/program): \_\_\_\_\_

Is this a food fundraiser? ☐ Yes ☐ No

If yes, complete the **Food Fundraiser Checklist** and attach copy.

Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_ Financial Goal: \$ \_\_\_\_\_

Repeats: ☐ No ☐ Daily ☐ Weekly ☐ Monthly ☐ Other \_\_\_\_\_

What will be done with money raised? \_\_\_\_\_

In what account will funds be kept? (List district account number or name of account if not filtering through a district account): \_\_\_\_\_

Acct #: \_\_\_\_\_ ☐ Check here if new account needs to be set up.

Would you like this activity to be placed on the school's public calendar? ☐ Yes ☐ No

**I acknowledge I have read and understand the guidelines regarding fund-raising in the School District of Janesville as outlined on the back of this form and agree to abide by all rules and regulations. If I am acting as a District Employee, I also understand my responsibilities in regards to the "School Level Funds Handbook."**

Signature of Fundraiser Contact or Faculty Advisor: \_\_\_\_\_

Signature of Student Rep. for Student Run Organization (If Applicable): \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

☐ Yes ☐ No **The school district has voted to accept the gift, if the money raised will be used to purchase equipment, or if other items donated to the school are for use in instructional or co-curricular programs.**

District Administrator/Agent Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_