

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 374 - FUNDRAISING AND COLLECTION OF MONEY**

- A. A school calendar for all known fundraising activities including those in which the community is to be involved will be prepared by club advisors or officers and submitted to the principal to reduce date conflicts. The calendar will be submitted to the district administrator.
- B. Fundraising within the school will not be authorized unless the following requirements have been completed:
  - 1. The advisor of each club or co-curricular activity will submit the Fundraising Application form (Exhibit 1) justifying the reason(s) for the fundraising.
  - 2. The statement will be submitted to the building principal or his/her designee at least two weeks prior to the date the fundraising is to be conducted.
  - 3. The statement will include the list of items to be sold, the period of selling time, and the purpose for which the funds will be used.
  - 4. If approved, the request will be signed by the principal or designee and returned to the advisor.
  - 5. The district administrator will be apprised by each principal of what is pending and veto the project if deemed inadvisable.
- C. No student will be notified of a fundraising activity or be allowed to participate in a fundraising activity until the activity has been approved by the Building Principal and a contract has been signed.
- D. No staff member will be allowed to sign a contract or enter into an agreement for a fundraising activity until the Fundraising Application Form (Exhibit 1) has been completed and approved.
- E. Following approval of the fundraising activity, the following conditions must be met:
  - 1. The activity will not interfere with school proceedings and the process of education.
  - 2. The sale items must be of acceptable quality and good aesthetic taste.
  - 3. The proceeds of the fundraising activity must be processed through the Student Activity Fund Accounts.

- F. Graduating classes will designate the expenditures of funds from their accounts for a purpose beneficial to the school, community, and approved under normal district procedures. Upon graduation, funds remaining in a student activity account will become the property of the school district and may be reassigned within the student activity accounts.
- G. All student activity accounts must end the year with either a positive or zero balance. Any advisor to a club or organization, which ends the year with an activity account which has a negative balance, must prepare a correction plan with the principal. The Director of Business Services must also approve the correction plan, which when approved, will be placed on file for the annual audit.

ADOPTION DATE: August 14, 2006

REVISION DATE(S): August 14, 2023

REVIEW DATE(S): August 14, 2023

CROSS-REFERENCE: Policy 374 Fundraising and Collection of Money  
Exhibit 1 Fundraising Application Form  
Policy 458 Wellness Policy  
Policy 662.1 Agency Fund (Student Activity)

LEGAL REFERENCE: Section 103.23 Wisconsin Statutes