



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2265

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CATEGORY: **Fiscal Management, Associated Student Body**

EFFECTIVE: **1-29-62**

REVISED: **8-31-06**

SUBJECT: **Student Body Fund Raising**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing activities and projects for raising student body funds.
2. **Related Procedures:**

ASB Food Sales	2270
Activities by foundations, booster clubs, and other nondistrict organizations	9325
Administration of student body funds	2225
Student body budget	2227
School clubs, general	6260

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-4000, D-4010, D-5000, F-3800, F-3810, H-5200, H-8650, H-8800, K-6000; Education Code Sections 32033, 48931, 48932.
2. **Activity Receipts.** The following activities are approved sources of income, provided that they conform to district policy as it relates to the specific activity: athletic contests, school dramatic and musical productions, commercial entertainment, dances, and parties.
3. **Project Receipts.** The following projects are approved sources of income:
 - a. Sale of newspapers and other publications
 - b. Sale of printed programs for sports activities
 - c. Salvage and other drives approved by the Accounting Operations Department
 - d. Magazine subscription drives

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Operations Department, Financial Operations Division, Office of the Chief Administrative Officer.

2. **General Regulations**

- a. **Only those organizations** under control and supervision of school authorities shall be permitted to conduct fundraising or material-collection drives in schools. Exceptions to this rule may be authorized by the superintendent.
 - b. **Student organizations** wishing to collect funds for any purpose shall obtain advance approval of the principal or designee and the ASB council.
 - c. **Secondary school fundraising functions** normally should be conducted at the school and after school hours. Fundraising activities in the community should be limited and subject to approval of the ASB adviser and the principal.
 - d. **Door-to-door solicitation** by students is not permitted.
 - e. **Lotteries and raffles** are not permitted.
 - f. **Each elementary school** is permitted to have four performances each year (two per semester) for which admission is charged (C.8).
 - g. **Consideration must be given** to the manner in which the fund-raising activity will be conducted (e.g., demand on staff time and district materials must be minimal and the activity must not encroach on instructional time).
3. **Finances.** All moneys collected by an organization must be deposited with the school's financial clerk and disbursed according to school district regulations. This does not apply to fundraising events conducted in the community by organizations that sponsor affiliated clubs and that do *not* involve use of school personnel or facilities. However, funds from such community events that are returned to the community-affiliated club must be deposited and disbursed according to school and district regulations (Procedure 6240). All groups having funds deposited in the student body account, with the exception of classes using materials for instructional purposes, shall be asked to prepare a budget (Procedures 2225 and 2227).
 4. **Shops, Arts, and Crafts.** Student bodies may purchase supplies for sale to students in shops and in arts and crafts classes for use in producing items to be retained as personal property. Materials should be priced at a figure to cover all costs.
 5. **Student body sales** should offer a minimum of competition to local merchants.

6. **Student body activity cards** may be sold at an all-inclusive rate for a group of activities, such as athletic admissions, special assemblies, school newspapers, and yearbooks. Individual activities should be made available to all students who do not hold cards (but not necessarily at the reduced rate included in a card). The reduced rate to activity cardholders should be established when the card is authorized.
7. **Voluntary Financing of Activities**
 - a. Voluntary raising or contributing of funds to finance activities of an organization may be permitted if provided for in its constitution, but no student shall be required to pay or contribute as a prerequisite for participation in any activity conducted in school during school hours.
 - b. No student enrolled in any school shall be required to be a member of a student organization or pay any dues or fees to participate in a regular school activity.
 - c. Any activity of an educational nature conducted during class time for class credit shall be deemed to be a regular school activity.
8. **Elementary School Fund Raising.** Before any activity to raise funds may be held in an elementary school, written permission must be obtained from the principal. The request must be submitted at least two weeks in advance to allow time for approval. The following procedures must be observed.
 - a. School prepares the "Student Body, Permission to Raise Funds, Elementary" form for the principal's signature (E.1, Attachment).
 - b. Approved "Student Body, Permission to Raise Funds, Elementary" form must be on file at the school site.
 - c. School obtains parent/guardian consent for each student to participate in the fundraising activity.
 - d. School must ensure that no student is denied participation in any school academic or extra-curricular function for not partaking of any fund-raising activity or default.
 - e. Elementary school fund-raising functions normally should be conducted at the school after school hours. Fund-raising activities in the community should be limited and subject to the approval of the principal.

- f. Door-to-door solicitation by students is prohibited.
 - g. Lotteries and raffles are not permitted.
- 9) **After School Hours Fundraising Events – Secondary Schools.**
- a) All after school hours fundraising activities must be approved by the site principal or designee prior to being conducted and the approval process must include a plan for the collection, accounting, and safe-keeping of collected monies until a deposit can be made to the Financial Secretary on the first business day following the activity.
 - b) Sponsors and principal/designees are required to complete a written plan that explains the process for cash handling until a deposit can be made. At the very minimum, the plan will include:
 - i) The description of the activity, the activity sponsor, the student group who will benefit, and the date and time of the activity.
 - ii) The names of the sponsor and another adult who will count and verify the amount of funds that have been collected.
 - iii) The dates that funds will be counted and accounted for using a school-supplied cash-fund reconciliation sheet.
 - iv) The date and time that the deposit should be made to the site’s Financial Secretary.
 - v) The location of where the funds will be kept by the activity sponsor until the deposit is made to the Financial Secretary.
 - vi) The signatures of the activity sponsor and the principal/designee.
- 10) **Student Body Contracts**
- a) Fundraising contracts on behalf of a student body shall be reviewed for form and legality by the Office of General Counsel *prior* to approval and issuance. Careful and prudent consideration must be given to every transaction involving monetary obligation in order to ensure financial ability of the organization to pay (e.g., vending machines, jog-a-thons).

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- b. Contracts must be approved by the student council; voting results shall be recorded in the written council meeting minutes.
- c. ASB budgets must include any contractual obligation or be revised to reflect any monetary obligation and proceeds incurred.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

- 1. Student Body Permission to Raise Funds, Elementary, Attachment

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff

For the Superintendent of Schools