



Fundraising Policy

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Policy Number: 810

I. PURPOSE

This policy regulates fundraising activities by Spectrum-sponsored co-curricular activities (student groups and organizations) and outside organizations raising funds on behalf of or for the purpose of supporting Spectrum.

II. GENERAL STATEMENT OF POLICY

Spectrum recognizes the desire by school-sponsored co-curricular activities to raise funds to meet their needs and goals and to fund activities. Spectrum also recognizes a need for limitations to prevent fundraising activities from becoming too numerous and overly demanding on students, employees, and the community.

III. Definitions

- A. "Co-curricular activity" is a student group or organization, whatever its organizational structure or title, composed of one or more current Spectrum students, in which the membership is limited to current Spectrum students and any Spectrum-assigned advisor(s).
- B. "Spectrum-sponsored" is a co-curricular activity that (1) is directly related to a class offered by Spectrum (e.g. music, journalism, drama, art, or choir); (2) receives funding directly from the school; or (3) has a teacher or other Spectrum employee assigned to and overseeing its activities.
- C. "Student activity" is a program, presentation, or other event, other than a fundraising activity, conducted or sponsored by a Spectrum-sponsored student group or organization.
- D. "Fundraising activity" is any program or event conducted by or on behalf of a co-curricular activity that has the primary purpose of raising money for the use of a co-curricular activity to pay for any part of a student activity.

IV. Fundraising Guidelines

- A. No student activity, other than a Spectrum-sponsored co-curricular activity, may conduct a fundraising activity on school property.
- B. A Spectrum-sponsored co-curricular activity must submit a written request to the Activities Coordinator and receive approval of the written request prior to conducting, sponsoring, or advertising a fundraising activity.
- C. The written request to conduct or sponsor a fundraising activity must contain the following:
 - 1. The name of the co-curricular activity (student group or student organization)
 - 2. A description of the proposed fundraising activity
 - 3. The beginning and ending dates of the fundraising activity
 - 4. Where and when the fundraiser will be advertised or to whom it will be marketed
 - 5. A statement identifying the need for and proposed use of funds to be raised by the fundraising activity
 - 6. All permits or forms of authorization necessary to conduct the fundraising activity (e.g., solicitation permits, work permits, parade permits)

7. The names of the lead student and staff leader who may be participating in the fundraising activity
- D. The Activities Coordinator will determine whether the fundraising activity meets all of the requirements and will work with the appropriate staff to obtain the necessary approvals. The Activities Coordinator or the Activities Director may limit the number, location, and length of fundraising activities that are approved. Limitations will be based on legitimate, school-related concerns. The Activities Coordinator or the Activities Director may deny a fundraising activity request due to past violations of this policy.
 - E. Funds or other resources raised by the fundraising activity must be used by the co-curricular activity (student group or organization), or its members or advisor, in accordance with Spectrum's financial policies and procedures, while following requirements found in Chapter 14 of the Uniform Financial Accounting and Reporting Standards (UFARS) [manual](#) as determined by the Minnesota Department of Education.
 - F. Fundraising activities or student activities sponsored by student groups or student organizations must adhere to district policies, even if the fundraising activity or student activity is not conducted during regular school hours or on district property.
 - G. If food is being sold or distributed as part of a fundraising activity, it must meet all guidelines required by the school, the County, and the State. This may include requiring a certified food manager on site. Any food must be precooked, prepackaged, and/or provided by a certified food provider.
 - H. Fundraising activities must be self-supporting and maintain a positive balance. Fundraising activities must not result in additional expense to Spectrum.
 - I. A student's choice to participate or not participate in a fundraising activity will not form the basis for determinations relating to the student's participation in the school-sponsored student group or student organization or any student activity sponsored by the student group or student organization. *However, the student remains responsible for any fees related to participation in such activities.*
 - J. Fundraising activities conducted on school property during the regular school day must be conducted in a manner that minimizes interference with the regular functioning of the school.
 - K. Fundraising activities must be age-appropriate for the involved co-curricular activity and its intended market.
 - L. Fundraising activities must comply with relevant state and federal laws and guidelines, including any required permits (such as gambling).

V. Discontinuance of Fundraising Activity

- A. The Activities Coordinator, Activities Director, or building Principal may revoke the permission to conduct a fundraising activity for violation of law, district policy, or school rule at any time. The Activities Coordinator, Activities Director, or building Principal may also terminate any fundraising activity if the fundraising activity becomes unduly disruptive or poses a health or safety risk to students, employees, or community members.
- B. Violations of this policy may result in disciplinary action for an employee or student, or revocation of a volunteer's permission to enter school property and provide services to the school. Disciplinary action could include suspension or expulsion for students. Disciplinary action could include suspension or termination for employees.

VI. Accounting of Fundraising Funds

Money or other resources raised by fundraising activities conducted by school-sponsored co-curricular activities (student groups or organizations) becomes Spectrum property, designated for the use described

in the written request to conduct a fundraiser. All such money is subject to the Spectrum's accounting procedures.

A standard rule is that all funds must be kept in a Spectrum student activity account if students are involved in raising those funds. If funds are donated and do not require student's soliciting funds, they may be placed with Friends of Spectrum, Inc.

VII. Notification of Funds Raised and Fundraising Events

Spectrum will maintain a record of approved fundraising activities by co-curricular activities. The School Board will accept all donated or fundraised funds at least once per year as part of a regular Board meeting agenda. These records may be released in accordance with state and federal law. All fundraising activities will also be maintained on a Fundraising Calendar accessible by administration and front office staff.

VIII. Crowdfunding

One method of seeking additional funds is through 'crowdfunding', or the placement of needs on various websites in order to obtain donations to meet those needs.

When considering the use of crowdfunding to raise funds, employees must follow these guidelines:

- A. Requests may only be made through a Spectrum approved co-curricular activity.
- B. Monies or items secured through crowdfunding become the property of Spectrum.
- C. It is the intention of Spectrum to ensure that items purchased through such fundraising remain with the co-curricular activity, unless the activity is no longer active, at which point the Activities Director will determine the use within the Activities Program.
- D. When making requests for donations through crowdfunding, Activity Leaders must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA). As a result, student images, names, and descriptions, which would cause students to be identifiable, or allow logical deductions about disabilities or other factors deemed to be within the sphere of student privacy, must not be used on such websites or elsewhere, unless written parental permission is secured in advance.
- E. Crowdfunding must be set up through a Spectrum account and not a personal account. Spectrum's Business Office will administrate online fundraising accounts where monies are exchanged and the staff leader of the activity hosting the fundraiser must work in collaboration with the Business Office managing that portion of their event.
- F. Crowdfunding requests may not request donations to fund purposes Spectrum is legally required to meet. For example, if a student requires a particular intervention to meet an IEP goal, Spectrum must provide for this need and it would not be appropriate to seek private donations in this case.
- G. No crowdfunding event should request or require that a student or family meet a specific threshold of giving as an expectation of participation on the team.

IX. Guidelines on Approval of Non-Spectrum Fundraising (i.e., Donations by a Co-curricular Activity to a Non-Spectrum Organization)

Donations from a fundraising activity by a co-curricular activity to a tax-exempt, nonprofit organization that is not associated with Spectrum may be permitted when the Activities Coordinator confirms the fundraising activity and plans for the funds being donated to an identified non-district organization meet the following guidelines:

- A. The funds being raised by the student group are sent directly to an identified organization. The funds cannot be deposited into any Spectrum account prior to sending to an identified

organization. The funds should be provided to the non-district organization using one of these methods:

1. A representative from the non-district organization is present to collect all donations;
 2. Donations are made out directly and sent to the non-district organization; or
 3. Another organization can act as the fiscal agent (i.e., Friends of Spectrum, Inc.).
- B. The non-Spectrum organization has a current tax-exempt status and can provide a certificate of insurance (if coming on site).
- C. The non-Spectrum organization's mission or program aligns with the Spectrum's educational mission and a predetermined priority of a student group or organization.
- D. If the outside organization is providing staff or equipment as part of the fundraising activity, they must comply with the Spectrum's policies.
- E. Any contract language is reviewed by the Executive Director prior to implementation to ensure Spectrum's rights are protected and communication is clear on the side of all parties.