

STUDENT FUNDRAISING ACTIVITIES

Code **JJE-R** Issued **9/04**

All fundraising activities that take place must be conducted by an organization, not an individual. Any club or organization requesting permission to hold a fundraiser must have a valid charter and board-approved bylaws and have been in existence for at least four months prior to making the request. The director must approve the fund-raising activities of both parent/legal guardian and student-governed organizations. The approval must be in writing and issued prior to the beginning of the fundraising activity.

Organizations must make written requests for fundraising activities to include the following.

- inclusive dates of the activity or sales campaign
- type of activity clearly explained
- name of supplier of sales items or activity
- intended use of the money raised
- how this use of funds can improve the center

The center will limit each club or organization to one fundraising project per school year.

All information, advertising, tickets and other materials used for promotion of the activity must carry the name of the sponsoring club or organization. Organizations may not use a board of trustees endorsement on any materials, notices or advertising without the specific written consent of the board.

No teacher or employee of the center will be required to participate in any fundraising activity sponsored by a parent/legal guardian or student group such as, but not limited to, DECA, FHA/HERO, etc.

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