

## FUNDRAISING

### **Purpose**

The Harwood School Board of Directors recognizes that some individuals or groups in the Harwood community may wish to raise funds for the purpose of financing additional educational opportunities for students that are outside the regular budgeted curricular and co-curricular programs of the school. Additionally, the board recognizes that funds or other resources may need to be raised on behalf of organizations or individuals with acute needs that are part of our community and/or part of our citizenship responsibility. "Fundraising" for the purpose of this policy includes raffles, grants from outside sources for the benefit of faculty, staff, curricular, co-curricular programs, facilities or the school, fundraising drives for cash donations from individuals, businesses, and other groups; sales of school-related items, food, apparel, or other household items; and donations for goods and/or services, and all unsolicited funds, goods, services and grants. The school board recognizes that fundraising may benefit students' overall experiences as a supplement to taxpayer funding for curricular and co-curricular activities. The school board also recognizes that fundraising activities can be an important learning experience for students, in part through encouraging the development of business skills, honest dealing, and personal, as well as group, goal attainment. Nevertheless the school board intends to limit fundraising and establish financial controls over the fundraising that does occur.

### **I. Scope of Policy**

#### **A. This policy applies to:**

1. All fundraising activities conducted at Harwood, represented as sponsored by Harwood, or intended to support curricular or co-curricular activities at the school. This includes fundraising efforts by any booster Club, class trips, athletic teams and clubs, and any other groups and individuals at or connected to Harwood.
2. On-campus sales and fundraising activity occurring on school grounds, whether for student projects, school programs, commercial, or other purposes (charitable causes).
3. All grant applications by faculty and staff that require the approval/signature of the building principal or designee.

#### **B. This policy does not apply to**

1. General admission to school-sponsored activities such as athletic and drama events and student dances.
2. Sales related to student programs that are managed by the administration, which include but are not limited to the lunch program, yearbook sales, graduation supplies, student supplies in classrooms, or the formation of a school store.

### **II. Authorization for Fundraising**

- A. Fundraising activities and use of the Harwood name or logo (s) require advance approval of the principal, or designee.
- B. The principal, or designee, shall establish and oversee compliance with the procedure for application, management, and reporting for all fundraising efforts at Harwood. An annual summary will be provided to the board, and for the Annual Report.
- C. The principal, or designee, in consultation with the school board has the authority to limit the number of fund appeals during a school year, so that the community is not overburdened by excessive requests for funding support from Harwood.
- D. The principal, or designee, has the authority to use discretion in approving methods and timing of fundraising in a manner that will avoid potential confusion because of duplication or multiple efforts by fundraising groups, or to expect that fundraising will occur on a shared basis with resources allocated so that all students and programs benefit equitably based on needs.

### **III. The following conditions apply to fundraising:**

- A. All funds raised on behalf of Harwood become the property of Harwood and must support the educational mission of the school. Any unused funds remain the property of Harwood and will be used in

succeeding years in a manner consistent with the spirit of the original effort as much as is reasonably possible. Items purchased with funds raised under this policy become and remain the property of Harwood as public property. Individuals who raised the funds have no special claim to the administration of leftover funds or priority claim as to the use of any Harwood property acquired from fundraising.

B. All funds raised on behalf of Harwood by 501(c)3 organizations must comply with all aspects of this policy except that monies may go directly to these organizations. The principal must annually verify that any such organization has maintained bona fide 501(c)3 status, and any fundraisers for such organizations must clearly state that funds are going to an organization other than the Harwood Union District. Any proposed 501 (c) 3 organizations or other entities whose primary purpose is to benefit Harwood through fundraising, or that use the Harwood name or logos, must be approved by the Harwood Board of Directors.

C. Persons proposing or promoting any type of fundraising shall disclose to the principal, or designee, any financial or other tangible benefit of any type that they may derive from the activity. Additionally, any significant costs relating to the fundraising and/or proportion of profit that will benefit Harwood will be disclosed in the fundraising information that is distributed.

D. All monies raised must go through school district financial accounts or go directly to approved 501(c)3 organizations.

E. Fundraising at Harwood must be for group benefit only. Fundraising solely for the benefit of an individual is prohibited with the following exceptions: an individual who happens to be the only remaining member of a team or group program that has been qualified by the governing body of that activity to continue participating in a competition or performance at a higher level than the rest of the team or group.

F. Fundraising incentives or prizes offered by professional fundraising companies to individual students are prohibited.

G. Donations of equipment, designated or restricted funds, supplies, uniforms, or services by anyone or any entity shall be approved in advance by the principal, or designee.

H. All fundraising efforts, including those by or for 501(c)3 organizations, must have a staff or administrative sponsor from the application process to the final reporting. This sponsor is responsible and accountable for supervising the fundraising group's compliance with this policy.

I. Coin drops that impede public traffic are strictly prohibited.

J. Employees or others requesting donations from general fundraising organizations such as the Booster Club must have their request approved by the principal or designee prior to submitting that request to any Harwood-affiliated fundraising organization.

K. Employees may fundraise from other employees or adults for gifts or charitable causes if approved by the administration.

L. All fundraising activities will be congruent with the Wellness policy whenever possible.

M. Whenever possible, local businesses will be supported if products or services are needed for a fundraiser.

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