

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.601 (A)

Fundraising Activities

February 16, 2017

Fundraising activities shall be authorized by the board and shall be for supplementing funds for established school programs and not for supplementing funds, which are the responsibility of the public. Fundraising activities involving students and staff shall be limited to activities that have recognized educational value. No activity in the nature of, or equivalent to, a raffle or lottery shall be conducted as part of a student fundraising activity.

The following criteria and procedures will be used in implementing the above stated policy:

1. All fundraising requests must be made using the Oak Ridge Schools Fundraiser Authorization form. The fundraising form is available on the Oak Ridge Schools website under *Central Office → School Leadership → Resources*.
2. Approval from the building principal and the Executive Director of School Leadership are required prior to starting a fundraising activity.
3. Approval of fundraising requests will be based on the following criteria:
 - a. educational value of the activity
 - b. purpose of the fundraising activity
 - c. proposed use of the funds raised
 - d. expected student involvement in the fundraising activity
 - e. the margin of profit and how the school will receive funds
4. All funds collected or donated during a fundraising activity must be properly documented and processed through the school's internal accounting system.
5. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
6. No quota shall be imposed on students involved and their participation shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.
7. All fundraising activities, including on-line fundraising, must follow the guidelines provided in this Administrative Procedure.
8. All funds raised during a fundraising activity must benefit the group of students or organization that sponsored the fundraising event.
9. School Support Organizations may have one major fundraising activity each year, with prior approval from the building principal.