

**Wilson Area School District
Organizations Raising Funds**

Authority

It is the intent of the Wilson Area School Board to provide adequate funding for the curricular, co-curricular, and extracurricular programs that have been approved by the Board.

The Board recognizes that some organizations may wish to engage in fund raising to pay for expenses of activities over and above the approved district programs.

The Board therefore set forth the following criteria that must be followed for any organization expecting to conduct fund raising involving Wilson Area School District students, staff, or facilities, or organizations wanting to associate the name of the district to the activity. The Wilson Area Education Support Staff Association and Wilson Area Education Association are specifically excluded from this policy.

Policy

Fund raising is any event conducted by a school organization, school authorized group, school related group or special interest group designed or intended to raise funds. Fund raising activities conducted by or involving Wilson Area School District students, staff, or facilities, or utilizing the district name, will be carefully monitored by the administration to ensure that the intent of the board's policy and corresponding administrative procedures is carried out.

Any outside vendor, contracted by a school-related organization, shall provide the following information prior to conducting fundraising activities.

1. Certificate of Insurance
2. Licensing as required by municipality

Any fund raising organization must seek Board approval of its organization; Board approval will be forthcoming if the following conditions are met. The fiscal controls listed below are designed to afford legal protections to the school district, to the organization, and to its individual adult and student members, and are not intended to be overly restrictive or to interfere with the internal operations of the affected organizations.

1. The organization should have a mission statement and by-laws and is asked to provide the District with current copies of each.

2. The organization must incorporate and submit financial records to the Business Manager at the end of the fiscal year.
3. The organization must carry liability insurance at a level deemed sufficient by the Business Manager and/or the national or state organization. The liability coverage will either be provided as part of the District's liability policy, or will be a separately purchased policy.
4. An organization with gross receipts of \$10,000 or more must have its officers who handle money bonded. It is recommended though not required that officers be bonded in organizations, which have lesser amounts in gross receipts.
5. The organization will utilize only an approved school logo and only with the permission of the school principal.
6. The method of raising funds must be legitimate, including compliance with regulations regarding permits for small games of chance which are run on school property. The permit must accompany requests for use of school facilities.
7. The school schedule may not be interrupted unless the majority of students in the school benefit from their participation in the fundraiser.

Procedure

A newly forming organization, which intends to raise funds, must seek formal recognition from the Board of School Directors. Application must be made to the Business Manager, who will advise regarding insurance coverage. Newly forming and existing organizations will generally have 90 days to complete their application for formal recognition.

Existing organizations will be annually re-approved at a summer Board meeting.

This policy is effective August 1, 2000.