

## **FUNDRAISING GUIDELINES**

All fundraising requests must be pre-approved by the building administrator and the Superintendent of Schools, using approved RSU #23 School Department fundraising forms. No fundraisers will be permitted by non-school associated groups. Each group may engage in a maximum of two commercial fundraisers per year. All fundraisers must not be disruptive to the district's instructional program or interfere with the district's nutrition program. The Superintendent reserves the right to cancel any fundraiser deemed inappropriate. The information below has been developed to help guide all fundraising activities.

In School Fundraising examples: car washes, taking orders, sales at school activities)

PreK – 2	No students can be involved in sales
3 – 12	Students can participate with principal pre-approval and staff supervision (direct or indirect supervision)
PreK – 12	No individual incentives are allowed (or attached to sales volume)
PreK – 12	Student participation in fundraising is voluntary, with no penalties for non participation

Out of School Fundraising (examples: candy sales, magazine sales, collecting donations)

PreK – 2	Students may carry home literature and information about fundraisers
PreK – 2	No students can be involved in sales
PreK – 2	Parents must pick up items for fundraisers and return money to schools, students may not handle money or sale items
3 – 8	Students may carry home literature and information about fundraisers
3 – 8	Students are prohibited from door to door sales (including

taking orders, pledges, or contributions)

- 3 – 8 Parents can elect through a written notice to have their child bring items for fundraisers home and to return money and/or leftover items to school, within established time frames (parents remain responsible for money and leftover items)
  
- 3 – 8 No individual incentives should be tied to volume of sales
  
- 9 – 12 Students may participate in sales with principal’s pre-approval, staff supervision (direct or indirect), and by following established high school procedures.
  
- PreK – 12 No incentives are allowed (or attached to sales volume)

Adopted: 1/8/14

Revised: 9/7/16