

The district encourages community partnerships that strengthen and enhance school programs and create a climate of participation and cooperation between community organizations, private citizens, and the district's schools.

The district is committed to protecting students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are exploitative, coercive, disruptive to the educational process, threatening to the health and welfare of students, or lacking in educational merit.

The District will manage, restrict, or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable district, state, and federal law and guidelines, including, but not limited to, Title IX and Kansas State High School Activities Association (KSHSAA) rules and regulations.

Fundraising by District

Fundraising is permitted within the district to allow the district and schools (student clubs and organizations, sports teams, and individual classes) to raise additional funds to augment academic and co-curricular programs and to engage private citizens and community organizations to enhance the educational opportunities of the district's students.

Fundraising activities must be pre-approved in writing by either the principal, superintendent, or the superintendent's designee and must be supervised by a member of the faculty. Funds collected through fundraising efforts must be deposited in a dedicated account under the direct control of the school or school district. Principals shall not transfer or otherwise expend donated or fundraised funds in a manner contrary to donor restrictions or the fundraising purpose unless the donor(s) authorize(s) a different use.

School and district fundraising activities will be accounted for using established school and district accounting systems and procedures. Records of fundraising efforts, including accurate reporting on participation levels and financial outcomes, shall be open to the parents, students, and donors. Nothing herein shall be interpreted to require or authorize the release of personally identifiable information protected by Family Education Rights and Privacy Act (FERPA).

The district is ultimately responsible for the expenditure and allocation of all monies including those that are obtained through fundraising and gifts. District procurement policies must be followed.

Fundraising by External Organizations

The Manhattan-Ogden Public Schools Foundation (MOPSF), a community organization, or a recognized parent organization, including but not limited to a booster club, Parent Teacher Association (PTA), or Parent Teacher Organization (PTO), may conduct fundraising activities for the benefit of the district or schools (student clubs and organizations, sports teams and individual classes) within the district.

Fundraising activities will not be endorsed or sponsored by the district or its schools without the express written consent of either the principal of the school, the superintendent, or the superintendent's designee. Information regarding the fundraising activity can be submitted electronically to the Director of Communications for inclusion on the community events page on the USD 383 website.

The district is ultimately responsible for the receipt and distribution of all donations, financial and in kind, from external organizations to the district and schools (student clubs and organizations, sports teams and individual classes). Once

the district receives funds, district procurement policies must be followed when purchasing with donated monies.

The district, schools, MOPSF, and recognized parent organization groups may not engage in fundraising that directly or indirectly supplants or supplements any individual employee's compensation by direct or indirect payment, commissions, or payment in kind. Compensation includes but is not limited to cash payments, gift cards and other cash equivalents, and in kind gifts. This limitation is not intended to preclude the employee from receiving an award for excellence that is available to the entire employee class.

Approval Criteria

The district, schools, MOPSF, community organizations, and recognized parent organizations may engage in fundraising to enhance:

- Academic programs.
- Travel and associated costs incidental to academic study (including field trips), athletic competitions, or performance competitions.
- Sports and other related physical education and recreational programs.
- The occupational development of students.
- Performance opportunities.
- Facilities and equipment that will enhance student opportunities and programs.
- Humanitarian projects.

General Fundraising Standards

Fundraisers must be pre-approved by building administrators, the superintendent, or the superintendent's designee. The following general fundraising standards shall be followed to ensure equity and safety of students and faculty:

- Faculty and student participation in fundraising shall be strictly voluntary.
- Participation in fundraising may not impact a student's grade.
- Students shall not be required to participate in fundraising activities as a condition for belonging to a team, club, or group; nor shall a student's fundraising effort affect his/her participation time or standing on any such team, club, or group. Fundraising efforts shall be conducted for the benefit of the team, club, or group, as a whole.
- Direct donation campaigns are encouraged in lieu of direct sales.
- Competitive enticements for participation are discouraged; however, school principals may approve the awarding of rewards or prizes to groups, classes, or students participating in fundraising activities.
- Schools may not impose sales quotas (or the like) as a part of fundraising efforts, and students shall not be required to pay for any unsold items that are returned to the school.
- Door-to-door sales are prohibited for all students in elementary and middle schools in the district. High school students are exempted from this prohibition, but suitable procedures must be used by the schools, administrators, and supervising faculty to safeguard students who are going door-to-door.

- Raffles are allowed if performed in compliance with Kansas Department of Revenue Lottery Law and district guidelines.
- Online fundraising (“crowdfunding”) is allowed only through district-approved websites. The purpose of the fundraiser and the language used to promote it must be pre-approved by building administrators, the superintendent, or the superintendent’s designee.
- Fundraisers for which a group promotes dining at a local restaurant at a designated time in exchange for a portion of the sale proceeds (“Eat and Earn” or “Dine and Donate” events) are allowed.

The superintendent or superintendent’s designee shall develop and maintain regulations for the process of fundraising and accepting charitable gifts. Such regulations shall include principles of accountability, record keeping, and appropriate protocols for safeguarding donated funds and protecting confidential information, and proper use of tax-exempt status.

Approved: 7/18