

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

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

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

12 *General Fundraising Standards*

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

- 16 • *Faculty and student participation in fundraising shall be strictly voluntary.*
- 17 • *Participation in fundraising may not impact a student's grade.*
- 18 • *Students shall not be required to participate in fundraising activities as a*
19 *condition for belonging to a team, club, or group; nor shall a student's*
20 *fundraising effort affect his/her participation time or standing on any such*
21 *team, club, or group. Fundraising efforts shall be conducted for the benefit of*
22 *the team, club, or group, as a whole.*
- 23 • *Direct donation campaigns are encouraged in lieu of direct sales.*

- 1 • *Competitive enticements for participation are discouraged; however, school*
2 *principals may approve the awarding of rewards or prizes to groups, classes,*
3 *or students participating in fundraising activities.*
- 4 • *Schools may not impose sales quotas (or the like) as a part of fundraising*
5 *efforts, and students shall not be required to pay for any unsold items that are*
6 *returned to the school.*
- 7 • *Door-to-door sales are prohibited for all students*
- 8 • *Raffles are allowed if performed in compliance with Kansas Department of*
9 *Revenue Lottery Law and district guidelines.*
- 10 • *Online fundraising (“crowdfunding”) is allowed only through district-approved*
11 *websites. The business office will review all websites for compliance with State,*
12 *Federal and school laws as well as acceptable accounting procedures. The*
13 *purpose of the fundraiser and the language used to promote it must be pre-*
14 *approved by building administrators, the superintendent, or the*
15 *superintendent’s designee.*
- 16 • *Fundraisers for which a group promotes dining at a local restaurant at a*
17 *designated time in exchange for a portion of the sale proceeds (“Eat and Earn”*
18 *or “Dine and Donate” events) are allowed.*

19 *Approval Criteria*

20 *With proper approval fundraising may be done to enhance:*

- 21 • *Academic programs.*
- 22 • *Travel and associated costs incidental to academic study (including field trips),*
23 *athletic competitions, or performance competitions.*
- 24 • *Sports and other related physical education and recreational programs.*

- 1 • *The occupational development of students.*
- 2 • *Performance opportunities.*
- 3 • *Facilities and equipment that will enhance student opportunities and programs.*
- 4 • *Humanitarian projects.*

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6 *Fundraising by District and Schools*

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

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

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

1 *The district is responsible for reporting all district and school revenues*
2 *including those that are obtained through fundraising and gifts. State, Federal and*
3 *district procurement policies must be followed.*

4 *Fundraising by External Organizations*

5 *The Lawrence Schools Foundation a community organization, or a recognized*
6 *parent organization, including but not limited to a booster club, Parent Teacher*
7 *Association (PTA), or Parent Teacher Organization (PTO), may conduct fundraising*
8 *activities for the benefit of the district or schools (student clubs and organizations,*
9 *sports teams and individual classes) within the district.*

10 *Fundraising activities will not be endorsed or sponsored by the district or its*
11 *schools without written consent of the principal of the school, superintendent or the*
12 *superintendent's designee of the district. Materials that advertise community*
13 *fundraising activities may be placed in the school office or other locations identified*
14 *by the school principal.*

15 *The district strongly encourages fundraising done by external organizations to*
16 *follow the same fundraising guidelines and approval criteria required of the district*
17 *and its schools.*

18 *The district, schools, Lawrence Schools Foundation, and recognized parent*
19 *organization groups may not engage in fundraising that directly or indirectly*
20 *supplants or supplements any individual employee's compensation by direct or*
21 *indirect payment, commissions, or payment in kind. Compensation includes but is*
22 *not limited to cash payments, gift cards and other cash equivalent. Gift cards and*
23 *cash equivalents are to be avoided in order to not create an adverse tax*
24 *consequence for employees. This limitation is not intended to preclude the*
25 *employee from receiving an award for excellence that is available to all employees*

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2 *The superintendent or designee shall develop and maintain regulations for the*
3 *process of fundraising and accepting charitable gifts. Such regulations shall include*
4 *principles of accountability, record keeping, and appropriate protocols for*
5 *safeguarding raised funds, protecting confidential information, and proper use of tax-*
6 *exempt status.*

Approved: