

SECTION 180 SOLICITATION AND FUND RAISING

The School board appreciates and encourages the support of various school-connected parent and student groups as well as service organizations that support and enhance the various programs of the district. The Board supports fund raising projects that are designed to promote the educational and co-curricular activities without interfering with the educational process. The goal of raising and expending funds shall be for school and school-related purposes, or items outside the budget that enhance the educational program or for charitable contributions. The specific goal for fund raising proceeds shall be designated in the request to hold a fund raising activity.

In order to encourage a variety of fund raising activities throughout the year and to encourage sensitivity regarding children's safety and the necessity for community involvement, all fund raising projects and activities undertaken by students which are carried on within the school or in conjunction with school activities shall be approved by the district administrator/designee. The class, club, organization advisor shall be responsible to organize the fund raising activity in a thorough fashion to ensure the collection and accounts of all fund or goods. Funds raised shall be processed in accordance with district financial policies and procedures. All fund raising will adhere to the fund-raising guidelines outlined in state law. As a guideline, the sale of services involving work by students is preferable to the sale of purchased articles. Sales should not involve products generally available from community merchants.

1. When either the solicitation of funds or the sale of items, which will include students and/or involve the community, is planned, the superintendent must approve the project prior to the commencement of the project. Requests for approval must be made in writing and approval must be obtained each time a different type of solicitation or project is planned.
2. When either the solicitation of funds or the sale of items involves students and/or the community is planned for the purchase of capital equipment or improvements for the schools, the Site Improvement Policy 813 applies.
3. All student participation in fund raising activities shall be voluntary. Students may make a financial contribution or perform service for the organization as an alternative to solicitation on sales.
4. Non-school sponsored groups/individuals
The use of school sponsored events or activities to solicit or raise funds shall be limited to school sponsored groups, classes, clubs and board recognized school support organizations. No non-school groups or individuals shall utilize school sponsored events to solicit funds or fund raise in anyway.
5. School Staff
School staff members shall be allowed to utilize staff workrooms or lounges, including the "lounge" folders within the "Building Announcement" folders on the district e-mail to post signs or place information soliciting their fellow staff members to purchase products or donate funds to support charitable causes, youth groups or other similar activities. Additionally, staff members shall be allowed to utilize the "For Sale" folder with the "Portage Staff" icon to post personal items for sale. No other district sites or e-mail addresses shall be used to solicit staff or raise funds.

Building administrators shall exercise discretion in determining if a vendor may place information in staff lounges/workrooms for purposes of selling products. Generally, these

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products should have a relationship to a teacher's job responsibility (i.e. books on instructional improvement or teaching strategies) or be products that are not generally available to the public through local businesses or vendors. Access to staff under this paragraph is discouraged and should be very limited.

6. Staff as Agents

No employee of the school district shall act as an agent for or promote or sell any service or product or receive any direct or indirect benefit of such promotions or service or product from any students. This includes the promotion of student travel where the employee would receive free or reduced travel as the result of acting as the agent or promoter.

7. Funding for National Competitions

Individual students or teams who qualify for participation in national competitions may be eligible for partial funding of the trip by the School District if the following four (4) criteria are met:

- A. The national competition is a logical extension of, and related to a school sponsored activity or organization.
- B. Qualification for national competition is the result of qualifying successfully.
- C. The national event takes the form of a competition, not a demonstration, exhibition or invitation.
- D. The amount of lost class time is reasonable in relation to the learning experience associated with the competition.

The amount of financial support provided shall depend on the number of students attending, the expenses associated with the competition and the funds available for such purposes.

Any solicitation of private funds to support national competition shall be approved in advance by the district administrator/designee.

National competitions, although beneficial to students, schools, and clubs, cannot be supported in full through District funds. Board support for such events will be limited to a maximum of 50% for the students and 100% for pre-approved expenses for the advisors. Other expenses may be raised through fundraising efforts and/or donations from local businesses and the community.

8. Athletic Facility Advertising

The Board of Education accepts and approves sponsorships that benefit the District's Athletic Program by accepting money in exchange for the District acknowledging the sponsor's contribution. The Board recognizes that it would be financially beneficial to allow the sponsorship of the Athletic Program in exchange for the District's acknowledgement of such sponsor's contribution. However, all sponsorships shall meet the criteria set forth herein which provides, among other things, that the sponsorship shall not be contrary to the District's mission, conflict with Board Policy, public law,

conference and Wisconsin Interscholastic Athletic Association (WIAA) policies, or undermine the District's educational objectives. No sponsorship shall be construed as or constitute an endorsement by the District, Board or school of the sponsor or its product, service or program, etc., and the Board, and the schools reserve the right to refuse or decline the offer of any sponsor for any reason.

Sponsorship is defined as a person, company, business, corporation or other entity providing money to support the District's Athletic Programs in return for the sponsor receiving an acknowledgement by the District or school indicating the sponsor donated money.

Acknowledgement is defined as the recognition of the support provided to the District's Athletic Program. An example of the Acknowledgement of a Sponsorship is the placement of a sponsor's logo or the sponsor's name, address, web site, Internet address on a scoreboard, event program, etc. Acknowledgement does not include endorsement, price information or an indication of savings or value and/or quality of the sponsor's product or services, such as the sponsor has the lowest prices, makes the greatest product or that the sponsor is having a sale. No sponsorship, regardless its monetary value, may be considered for approval without an Agreement between the sponsor and the District regarding the form, number and/or duration of the acknowledgement of the sponsorship on the printed program for each home football game during the current year, to display the sponsor's name on the scoreboards in the football stadium at the high school for an agreed upon period of time, etc.

For purposes of this policy, paid advertising in school publications is not considered sponsorships.

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