

There shall be no soliciting from or selling to students or staff on the grounds of any school without approval of the superintendent or designee except as provided in Section I of this procedure. In addition, all school-related fundraising activities are subject to the requirements described in Section II of this procedure.

The following activities are excluded from the requirements of this procedure:

- communications initiated by school personnel to carry out their official duties;
- board-approved student fees;
- child nutrition services operations;
- admission to school-sponsored activities such as performances by drama or music groups, interscholastic athletic contests, dances or music groups, and similar activities;
- employee projects that do not involve students and are initiated by and for the employees; and
- the distribution of advertisements or promotional materials concerning a vendor's products or services. However, all such materials are subject to the approval requirements of policy 5240, Advertising in the Schools, and administrative procedures and directives of the superintendent.

Principals are responsible for enforcing the requirements of this procedure in their schools.

I. COLLECTIONS AND SOLICITATIONS

A. Definition

For purposes of this procedure, the term *solicitation* includes *collections* and means:

1. a request for any sale, gift, or contribution;
2. an appeal to support or join an organization;
3. the in-person presentation of information about a proposition, property, product, or service for commercial, charitable, or other purposes;
4. a request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on a ballot at any election held pursuant to state or federal law or local ordinance; or
5. the collection of money, exchange tokens, or items of value resulting from any sale, gift, appeal, or contribution.

For purposes of this procedure, the term "solicitation" does not mean the

distribution of printed material, merchandise, or products, which is addressed in policies 5210, Distribution and Display of Non-School Material, and 5240, Advertising in the Schools, and related administrative procedures.

B. Solicitation of School Employees

To protect employees from work interruptions and from unnecessary annoyances, solicitation of school employees is strictly limited. Commercial vendors are prohibited from soliciting employees in school buildings or on school grounds at any time. Non-commercial vendors are prohibited from soliciting during employee's work time except as provided below.

1. Solicitations by School-Related Organizations

- a. School-related organizations (e.g., PTAs/PTOs, booster clubs, and other support groups comprised of parents and other adults) may solicit school employees in school buildings or on school grounds to support school-related activities with approval from the principal.
- b. Such activities may not be held or occur during the instructional day, must not otherwise interfere with instruction or normal operations of the school, and must comply with the requirements in Section II of this procedure.

2. Solicitations by Other Charitable and Other Non-Profit Groups

- a. The superintendent will consider requests to conduct system-wide solicitations of school employees from outside non-profit educational, cultural, recreational, health, or social service organizations that will benefit the education, health, or welfare of public school students.
- b. The principal may authorize such solicitations when they are confined to the employees of a particular school.
- c. No other solicitation of school employees by outside non-profit groups is permitted on school property during employees' normal workday without the prior written approval of the principal.
- d. Requests to solicit should be submitted in writing to the superintendent or principal, as applicable, at least 14 days in advance. The request must explain the purpose, benefit to students, time schedule, and procedure for the proposed solicitation.

e. The superintendent or designee or principal or designee will provide a written response within 14 days. The decision whether to approve or deny a request will not be based on the viewpoint of the organization making the request or on any other unlawful basis.

3. Political Solicitation

Political solicitation of employees during school time or at school events is strictly prohibited except to the extent permitted by policy 5210, Distribution and Display of Non-School Material.

4. Solicitation by School Employees

No employee, contractor, or school volunteer may solicit other school employees for personal gain or offer to sell goods or services to other employees at any time on school property. This includes solicitation using the school system's email or other technological resources.

5. Release of Personal Information of School Employees

Lists of school employees' home addresses, telephone numbers, or other personal information shall not be distributed to commercial, nonprofit, or political agencies or organizations without the employees' consent, unless approved by the superintendent and consistent with law.

6. Voluntary Participation

Employees shall not be compelled or coerced by any person to make a purchase or donation during work hours or to attend any solicitation program.

C. Soliciting of Students

Soliciting of students by commercial vendors, non-profit organizations, and employees is prohibited on school grounds except as provided here.

1. School-sponsored and school-related organizations may solicit students during fundraising activities as provided in Section II, below, and for membership purposes.

2. Outside organizations or sales representatives may not solicit students during the school day except as authorized by the principal in writing. If permission is granted, a representative must contact the principal for an appointment prior to visiting.

3. The sale of school pictures, yearbooks, school newspapers, or any

merchandise sold in the course of an approved school activity or program is allowed provided the cost of these items is not prohibitive to large numbers of students.

4. No employee, contractor, or school volunteer may solicit students for personal gain or offer to sell goods or services to students for personal gain at any time on school property.
5. Employees are prohibited from soliciting fees or money from students or parents for additional materials or equipment and from implying that such equipment or materials are necessary.

II. FUNDRAISING ACTIVITIES

All fundraising conducted in the name of or on behalf of the school system, an individual school, or any school or school-related club or organization, must be conducted in accordance with the requirements of policy 5220, Collections and Solicitations, state and federal law, and this procedure.

A fundraising activity that includes the use of school facilities outside of regular school hours is also subject to the provisions of policy 5030, Community Use of Facilities, and related administrative procedures.

A. Requirements for All Fundraising Activities

1. Fundraising activities should support student achievement and not detract from the learning environment.
2. The safety of students must be a primary consideration in all fundraising activities. All student fundraising activities should be age-appropriate and adequately supervised.
3. All fundraising projects conducted in the name of or on behalf of the school system, an individual school, or any school or school-related club or organization must be approved in writing by the principal.
4. Any fundraising projects sponsored by schools, students, or student groups that involve the community or that will take place off school grounds must have prior approval of both the superintendent and the principal, or their designees.
5. The sale of commercial products by students, school-sponsored and school-related organizations, teachers, and other school personnel acting on behalf of the school or school system is prohibited during the instructional school day. The principal may approve such sales during non-instructional hours.

6. Fundraising activities that involve the sale of food or beverages to students on school premises are prohibited before or during the school day. Tokens of exchange for foods or beverages to be delivered later in the day also are prohibited during this time period. Any fundraising activities that involve the sale of food or beverages to students may be held only after the end of school day, defined as 30 minutes after the dismissal bell rings. Any foods or beverages sold to students must comply with policy 6140, Student Wellness.
7. Fundraising activities that involve door-to-door solicitation by students are prohibited unless expressly approved by the superintendent.
8. Raffles must be conducted in accordance with state law. Fundraising may not involve any activity prohibited by law.
9. No student shall be compelled to participate in or meet any kind of quota in a fundraising activity. Students choosing not to participate in a fundraiser shall not be excluded from benefitting from the fundraiser or otherwise penalized in any way.
10. Fundraising activities that will result in material or financial benefit to any employee or school volunteer who is directly involved with the activity are prohibited. Direct involvement exists if the employee or volunteer suggests, recommends, selects, approves, or supervises the fundraising activity.
11. Proceeds from fundraising must be used for the purpose for which the activity was approved.
12. Capital projects supported by fundraising proceeds must be approved by the superintendent. The superintendent may refer such requests to the board.
13. The finance officer shall provide appropriate procedures for the collection, disbursement, and accounting of school-generated funds. Principals shall be responsible for implementing the procedures in their schools.
14. Each principal is responsible for preparing an annual report to the superintendent on school-generated funds.

B. Student Fundraising Activities in Grades PreK-5

The following additional guidelines apply to fundraising activities by students in grades PreK-5.

1. School-sponsored fundraisers requiring instructional time during the school day must be limited to one school-wide fundraiser per year.
2. School-wide fundraising activities are to be limited to a total duration of weeks, from beginning to end.
3. Reward activities connected to a fundraiser that are scheduled to occur during the school day must be based on achieving a class, grade, or school goal, rather than an individual goal so that all students may participate in the reward activities. The principal shall ensure that such activities do not interfere with meeting minimum requirements for instructional hours/days.
4. Proceeds from school-wide fundraisers will be used for purposes as designated by the principal. Any money raised through a school-wide fundraiser that is apportioned to individual classrooms will be spread equally among all classrooms, regardless of actual student participation in the fundraising activity.

C. Student Fundraising Activities in Grades 6-12

The following additional guidelines govern student fundraising activities in grades 6-12.

1. Each club, student organization, or the school as a single entity may engage in one school-wide fundraiser per year.
2. Such activities must take place during non-instructional time.

D. Fundraising by School-Related Organizations

1. School-related organizations comprised of parents and other interested adults, such as the PTA/PTO, boosters, and other parent support groups, may conduct fundraising activities in the name of the school system or individual school with prior approval from the principal and in conformance with board policy and this procedure.
2. The fundraisers must be organized, controlled, supervised, and performed by members of the organization and not by school employees.

E. Crowdfunding

1. Crowdfunding campaigns or projects that use school system resources or that are affiliated with the school or school system in any capacity, including through use of the name or logo of the school system or an individual school, require prior approval from the superintendent.

2. Crowdfunding campaigns or projects are subject to all other rules pertaining to fundraising established in this procedure.

Issued by the Superintendent:

Reviewed:

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