



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
Regulation:**

#1321

Section:

**Community
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SOLICITATION OF FUNDS FROM AND BY STUDENTS

No fund raising project/activity will be conducted in the name of the CUSD students without prior administrative approval. This procedure applies to any fundraising that 1) occur on campus, 2) occur within the normal school day, and/or 3) when students are participants in the project.

Definitions

- A. Minor Fund Raising: A project or series of activities proposed to raise less than \$5,000 net profit.
- B. Major Fund Raising: A project or series of activities proposed to raise \$5,000 or more net profit.

Classifications of Major Fund Raising Project/Activities

- A. Class I: A project or series of activities that will be restricted to a school's student and parent population.
- B. Class II: A project or series of activities that will extend beyond a school's population and will involve students, parents and members of the general community population in the fund raising effort.

An individual and/or organization requesting fund raising projects/activities proposed to raise less than \$5,000 must complete a CUSD Fund Raising Request Form and have it approved or denied by the school principal/designee.

All major fund raising projects/activities proposed to raise \$5,000.00 or more in the name of CUSD students must be approved by the Director of Fiscal Services. Any individual and/or organization wishing to sponsor a major fund raising project must submit a written proposal to the principal for consideration. The principal or designee will determine the appropriateness of each request, coordinate the number of fund raising activities and maintain a complete financial record of each District approved fund raising activity. The proposal will specify: (1) the purpose of the project, (2) the financial goal of the project and (3) target population of the project, and 4) if the proposal includes the sale of food items, the menu or list of food items to be sold will be attached to the form. The principal will then submit the proposal to the District Office. The proposal will be evaluated by the Educational Services Director and, if food sales are involved, by the Director of Nutrition Services. The proposal will then be submitted to the Director of Fiscal Services for final approval. Copies of the form, once approved, will be sent to the Advisor and the Principal. If disapproved, the Educational Services Director will also receive a copy.

Each approved fund raising activity and project shall be consistent with the following criteria:

- A. The fund raising project/activity is judged to be safe for all individuals involved.
- B. The project/activity will be in alignment with all local, state and federal regulations pertaining to schools, including standards for the school breakfast/lunch program and the district's wellness policy (BP&AR 5030, BP&AR 3554, SB12, SB965, SB490, Management Bulletin 06-110, EC 49430, 49431, 49431.5, 49431.2, 5 CCR, sections 15575-15578, 15500-15501, Title 7, Code of Federal Regulations {CFR}, part 210.11, Appendix B.



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- C. The fund raising project/activity will not involve door-to-door solicitation for students in grades TK-5.
- D. Students in grades 6-12 may engage in door-to-door sales of merchandise only under the following conditions:
1. The students shall work in pairs, as a team, on the same or opposite side of the street (8 CCR 11706)
 2. The students shall be supervised by an adult, with one adult for every crew of 10 or fewer students (8 CCR 11706)
 3. The students must be within the sight and sound of their adult supervisor at least once every 15 minutes (8 CCR 11706)
 4. The students shall be returned to their respective homes or meeting places after each day's work (8 CCR 11706).
- E. When considering approval, the reviewer shall consider the following:
1. The fund raising project/activity is judged to be consistent with general community standards.
 2. The fund raising project/activity is judged as to its affect on private enterprise in the community.
 3. The fund raising project/activity is expected to have a positive effect on the individuals involved.
 4. The purpose of the fund raising must be beneficial to a large segment of the students in the school(s).
- F. Participation in the fund raising project/activity will be voluntary and students will not be expected to participate in a project/activity as a part of their class responsibilities. Students may be expected to participate in fund raising as part of an extra-curricular offering if the extra-curricular offering has been determined by the Board of Trustees to be budgeted from fund raising and donation efforts. If a student is expected to participate in fund raising to support an extra-curricular offering, the fund raising activity will not occur during any part of the instructional day.
- G. Participation in the fund raising project/activity will be voluntary and no staff member will be expected to participate in the project/activity as a part of their professional responsibilities unless the staff member is serving as an advisor or coach in an extra-curricular program that would not be offered except through fund raising/community donation efforts.
- H. Funds generated will be used to supplement rather than supplant District financial resources.
- I. All approved fund raising projects/activities will be conducted so that those individuals and/or organizations who elect to support the activities will receive goods and/or services in return for their monetary commitments. Monetary donations may be accepted, if offered; however, solicitation of monetary donations is not encouraged.
- J. Sponsors of all approved fund raising projects/activities are responsible for providing appropriate financial accounting systems which are open to public scrutiny. Proper accounting methodologies for fund raising can be found at the following location: <https://www.fcmat.org/PublicationsReports/ASB-Manual-interactive.pdf>. Click on the link for chapter 8 which provides a thorough discussion of fund raising activities and various downloadable forms which may be useful for accounting for the fund raising events.
- K. Lotteries/raffles are illegal and will not be used to raise funds for any District sanctioned fund raising activities or projects.
1. Lottery Definition: A lottery is any scheme for the disposal or distribution of property by chance, among persons who have paid or promised to pay any valuable consideration for the chance of obtaining such property or a portion of it, or for any share or any interest in such property, upon any agreement, understanding or expectation that it is to be distributed or disposed of by lot or chance, whether called a lottery, raffle or gifterprise, or by whatever name the same may be known.