

### **STUDENT FUND-RAISING ACTIVITIES**

The Conway School Board recognizes there is a need for students to raise funds to conduct certain school activities. All such related activities are governed by district regulation, and must be:

- (1) Conducted by a recognized student group for the purpose of contributing to educational objectives and/or the activity with which the group is involved;
- (2) Appropriate to the age or grade level;
- (3) Activities in which schools may appropriately engage;
- (4) Conducted under the supervision of teachers or administrators;
- (5) Conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
- (6) Not unduly demanding on teacher time or work;
- (7) Scheduled so that students are not continuously soliciting from businesses and individuals;
- (8) Must be approved by the principal prior to the activity;
- (9) Not involved with professional fund-raising private businesses.

The application of the above criteria for student sales and activities shall be supervised by the principal who will inform the Superintendent of Schools of all approved activities.

Exceptions to this policy may be granted by the Conway School Board.

Adopted by Conway School Board – January 25, 1982  
Revision Adopted December 13, 1999  
Reviewed with no change – October 30, 2003  
Reviewed with no change – May 6, 2004

GUIDELINES FOR FUND RAISING EVENTS  
(for non-school entities)

If we want them to be school sponsored

- A. Letters home will indicate that the funds are being raised by the school district on behalf of \_\_\_\_\_.
- B. If a staff member is involved, that person will be specifically named as the person fiscally responsible for collecting, accounting, and depositing the funds.
- C. Funds *will be* deposited in school activities accounts.
- D. All permission slips will be printed on our stationery and will include language:

“By authorizing your child to participate in this event, you will hold the school district harmless for any accident or injuries.”
- E. No “Use of Facilities” will be necessary, and the school will pay for any custodial overtime.
- F. An FYI will be sent to the School Board at least one month prior indicating that the event will be raising funds for \_\_\_\_\_ and will be considered “school sponsored” for insurance purposes.

GUIDELINES FOR FUND RAISING EVENTS  
(for non-school entities)

If we want them to be sponsored by the non-profit group

- A. Letters home will indicate that the funds are not being raised by the school district, but on behalf of \_\_\_\_\_.
- B. If a staff member is involved, that person will be specifically named as the person fiscally responsible for collecting, accounting, and depositing the funds.
- C. Funds *will not be* deposited in school activities accounts.
- D. If the event is sponsored by an entity (American Heart Association, American Cancer Society, Boy/Girl Scouts), all permission slips will be printed on their stationery and will include language:

“By authorizing your child to participate in this event, you will hold the school district harmless for any accident or injuries.”
- E. Each entity (American Heart Association, etc.) will complete a “Use of Facilities” form whenever a fund raising event is held at the school.