

FUNDRAISING & FUND MANAGEMENT

The Board realizes that educational funding is frequently insufficient to meet all of the needs of the students. Consequently, certain valuable learning experiences would not be possible without the generous support of the community. The Board genuinely appreciates the financial support that is received in behalf of the students. The Board authorizes the educational staff to solicit and accept gifts, when such gifts are needed and are consistent with the mission, beliefs, objectives, and strategies of the Brookings School District. .

In addition, the Board recognizes that certain co-curricular activities, clubs, and organizations receive either partial or no direct financial support during the budgetary process. Therefore, the Board shall permit students, PTA, Booster, and other organizations associated with the district to engage in fundraising to support certain approved student activities, providing the following guidelines are followed:

1. Fundraising activities should not interfere with the educational process by placing an undue burden on the school time of students, teachers or administrators. Fundraising activities which require an excessive amount of school time will be denied by the building administrator.
2. Student contributions of time, labor, and money shall be voluntary, and shall not be associated with the privilege of participating in a student activity. Participation in certain events, however, may require student contributions (i.e. marching band tour).
3. Because all fundraising activities are identified with the district and its programs, all fundraising projects (either school or booster sponsored) must be approved in advance by the district officials listed on the Fundraising Proposal form. This form must be completed and approved prior to doing a fundraising activity. Approval will be based upon the intended usage of the revenue, the nature of the fundraising activity, and the degree to which a proposed activity fulfills the purposes of the organization. If denied, applicants can resubmit an amended proposal.
4. Reserves in Trust and Agency accounts shall be limited to balances necessary to begin the following year's operations, unless a long-range, major project/trip has been approved by building administrators. Monies raised by student organizations must be expended solely for the benefit of students.
5. Advisors/coaches are required to submit for approval a yearly budget, listing proposed activities, projected revenues and projected expenditures before approval of any fundraising activities.

6. Where parent groups are involved in support of school-sponsored activities, all monies raised and disbursed shall be deposited into school trust and agency accounts except for District recognized parent associations (e.g. PTA, or by school-sponsored booster groups), which may maintain separate checking accounts. Such groups may be asked to prepare year-end financial statements and must annually submit proof of general liability insurance of no less than \$500,000 to the building principal.
7. All payments made from the Trust and Agency Funds shall have the prior approval of the faculty advisor and the appropriate administrator. The annual district audit shall include an audit of student activity funds. Payment for the audit shall be made from district funds.

Student Activities Fund Management 5135 Adopted 8/13/73

Revised:	10/23/1993
1st Reading:	05/09/1994
2nd Reading/Adopted:	06/13/1994
Revised:	11/05/2007
1st Reading:	11/12/2007
2nd Reading/Adopted:	12/10/2007
Reviewed:	07/15/2013
Notification	12/11/2017
1st Reading	08/13/2018
2nd Reading	09/10/2018
3rd Reading	10/09/2018
Approval	11/12/2018

FUNDRAISING PROPOSAL

All fundraisers must have approval prior to the start of fundraising.
All student activity funds must be deposited in district accounts through the business office.
(Please print)

School District Employees involved with the project. (How?) _____

Activity Group/Booster club/PTA _____ Trust & Agency Account 71 5000 _____

The organization or class of the Brookings School District 5-1 plans to solicit resources by conducting the following project: _____

How will the resources be used? (Note: All participants in a fundraising activity should be prepared to answer this question if asked by patrons of the school district.) _____

Description of the project: _____

How will the organization/participants benefit? _____

Beginning date of project _____ Ending date of project _____

Total project revenues or value anticipated: \$ _____

Total project cost anticipated? _____

Will School District Students be involved with the project? (If yes, how - in regards to time, labor, and money) _____

Will a booster group be involved (specify)? _____

Will the fundraiser interfere with the educational process by placing an undue burden on either the advisors' and students' school time? (Elaborate if school time is involved) _____

Fundraiser Representative Printed Name and Signature Date

Director of Activities (if applicable) Printed Name and Signature Date

School Principal Printed Name and Signature Date

Director of Business Services Printed Name and Signature Date

Superintendent Printed Name and Signature Date

*Complete and submit to the Business Office prior to beginning the fundraiser activity.

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