

STUDENTS

Student Fund Raising For Charitable Purposes

1. Charitable fund raising can be defined as an official, organized effort by student groups to raise money for donation to a specific group, individual or cause.
2. Each charitable fundraiser must be pre-approved by the building principal.
 - 2.1 Approval of the **TYPE** of activity must be documented on the Fundraising Activity Form.
 - 2.2 The intended **BENEFICIARY** must be documented on the Fundraising Activity Form at the time of pre-approval.
 - 2.3 The principal will take reasonable steps to insure that the proposed beneficiary is a legitimate charitable organization or cause.
3. The fundraiser must follow all Kennewick School District guidelines for fundraising.
 - 3.1 Money, inventory and other assets must be secured.
 - 3.2 Appropriate record keeping forms must be used to document details of the event.
 - 3.3 Money must be deposited according to District guidelines.
 - 3.4 A financial summary must be completed at the end of the event.
4. Charitable fundraising is private activity and district funds cannot be used too offset, front-fund or pre-pay expenses.
 - 4.1 All expenses, including start up costs, must be paid from the proceeds of the fundraiser or by donation. NOTE: reimbursements following the event are allowable if proceeds are sufficient to cover the amount.
 - 4.2 The districts shall withhold an amount (or otherwise be compensated) for the direct cost of its services when appropriate.
5. Supporters and prospective customers of the fundraiser must be notified of the intended use of the proceeds, and informed that the proceeds are not ASB funds, but will be held in trust by the district exclusively for the specified purpose(s).

Administrative Regulation No. 3531
Student Fund Raising For Charitable Purposes – Continued

- 5.1 Notification can be on a sign, posted in plain view of where money is exchanged; on pre-printed cards that are handed out at the time of a transaction; or affixed to the back of tickets or receipts.
- 5.2 The following language must be used for notification.
***“Proceeds from this event will be donated to _____.
Funds collected are not Associated Student Body (ASB) funds, but will be held in trust by the Kennewick School District exclusively for the specified purpose.”***
6. Money should be deposited to the ASB fund. A unique, site-defined code in the 603 series of accounts will be used for each event.
7. Payment of the donation should be processed by requisition/purchase order to the Business Office after completion of the fundraiser.
 - 7.1 A copy of the receipt or deposits should be attached to the pay order as back up documentation and sent to the Business Office for processing.
 - 7.2 The pay order/purchase order may not exceed the amount indicated on the back up documents.

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