

Policy 3630 Student Fundraising Activities

RISE Charter School recognizes the importance of maintaining a focused learning environment and limiting the solicitation of funds from students, staff, and the community. Because students are a captive audience and fundraising activities can disrupt the educational process, all fundraising must be carefully managed.

Purpose

This policy provides clear guidelines for the planning, approval, and oversight of fundraising activities associated with RISE Charter School. The goal is to ensure that fundraising is conducted responsibly, equitably, and in alignment with the school's mission and educational priorities.

Definition of Fundraising

"Fundraising" includes any activity conducted to raise money through donations, sales of goods or services, sponsorships, or other means, for the benefit of school programs, clubs, teams, or organizations. This includes in-person and online efforts.

Approval Process

Solicitation and collection of funds by students shall only be conducted for the benefit of an approved school organization.

- Any school organization wishing to conduct a fundraising activity must submit a written proposal to school administration for review **by completing form 3630F1.**
- Upon administrative approval **and at the discretion of administrator(s)**, the proposal may be recommended to the RISE Charter School Board for final authorization.
- Fundraising activities must not begin prior to receiving all necessary approvals.

Types of Fundraising Activities

Examples of acceptable fundraising activities include:

- Bake sales
- Walk-a-thons
- Raffles or auctions
- Community events
- Crowdfunding (e.g., GoFundMe, DonorsChoose) under administrative oversight

The following activities are **prohibited**:

- Door-to-door sales by students
- Fundraisers tied to political or religious organizations

- Activities that promote unhealthy competition or inequity

Legacy Board Fundraisers

School-sponsored clubs and organizations may submit a request to install a “Legacy Board” as a fundraising initiative.

- The location, size, design, and appearance of the Legacy Board will be determined on a case-by-case basis by administration.
- The requesting organization will be responsible for establishing sponsorship levels and determining how long donor names will appear.
- Legacy Boards may be relocated or removed at the discretion of RISE administration or the RISE Charter School Board.

Financial Oversight and Recordkeeping

All funds raised must be:

- Deposited into a school-approved account
- Accounted for in accordance with school financial procedures
- Accompanied by a final financial report detailing revenue, expenses, and net proceeds, submitted within 30 days after the fundraiser’s conclusion

Use of Funds

Funds raised must be used solely for the purpose stated in the approved proposal. Any changes to the intended use require written approval from the administration and, if applicable, the Board.

Student Participation and Equity

Participation in fundraising must be **voluntary**.

- No student may be required to participate, contribute, or meet sales quotas.
- Students shall not be excluded from any school activity based on their ability to contribute to or participate in a fundraising initiative.
- Students shall be adequately supervised at all times and assigned duties that are appropriate for their age and maturity level.

Marketing and Communications

All marketing materials and use of the school name, logo, or likeness must be approved by the administration before being distributed to the public.

Scheduling and Frequency

To minimize disruptions to academic instruction and reduce donor fatigue:

- Administration will manage the scheduling of fundraising events
- Limits may be placed on the number and timing of fundraisers conducted by individual organizations or across the school

Legal Compliance

All fundraising activities must comply with:

- Local, state, and federal laws and regulations
- School financial policies
- Tax and reporting obligations where applicable

Annual Review

This policy shall be reviewed annually by school administration and the RISE Charter School Board to ensure it remains relevant, effective, and aligned with school priorities.