

## FUNDRAISING

- 1.0 Fundraising projects approved by the building principal are authorized subject to compliance with this policy. Bingos, raffles, and gambling activities shall not be permitted unless the sponsor of the fundraiser has procured the appropriate license from the State of Colorado or except as permitted by law.
- 2.0 Fundraising projects shall not interfere with instructional or nutritional programs, compromise the health and/or safety of students, or impact students' grades. Total fundraising efforts of the schools and/or parent groups shall not unreasonably burden students, staff, parents and/or community members.
- 3.0 The principal/designee shall approve parameters for authorized fundraising activities conducted by all groups which are not Independent Parent Groups as defined by District Policy 1400. Such parameters shall be included in a plan for fundraising activities which is available to all interested parties. Prior to initiation, the group shall consult with the principal/designee to ensure that fundraising activities are consistent with established parameters.
- 4.0 Each school's annual budget plan shall identify proposed fundraising projects for groups other than Independent Parent Groups, the targeted amount to be raised, and the use of the funds.
- 5.0 All funds received from fundraising activities or donations shall be deposited into a student activity account identified for this purpose or into a sanctioned parent booster group account. All purchases with such funds shall comply with procurement policies and conform to standards established generally for District purchases and use. All such purchases become the property of the District.
- 6.0 Fundraising activities which involve corporate sponsorships, advertising, or exclusive vendor provisions shall only be permitted as authorized by District Policy 3350.
- 7.0 Fundraising activities requiring the use of District facilities after the normal school day shall be contracted through the Community Use Department per District Policy 1300.
- 8.0 **Crowdfunding.** For purposes of this policy, crowdfunding is a method of fundraising that seeks relatively small amounts of money from a large number of people, usually online or via social media. At the time of the creation of this policy, common examples of crowdfunding websites include GoFundMe and DonorsChoose.
  - 8.1 All crowdfunding undertaken by individuals associated with the District shall:
    - 8.1.1 Be consistent with local, state and federal laws, this policy, and other District policies;
    - 8.1.2 Obtain written approval in advance from the building principal or from a director or designee;
    - 8.1.3 Determine in advance whether the individual intends to donate the item or service to the school/district or retain individual ownership of the item;
    - 8.1.4 If the individual intends to retain ownership of the item, provide notice of this fact as part of the crowdfunding;
    - 8.1.5 For items or services to be owned by individuals, the individual shall be personally responsible for costs associated with use of the item or service by the school, its students, staff, volunteers, parents or others, including but not limited to insurance, liability, maintenance repairs, installation, and any applicable taxes.

- 8.1.6 For items that will not be donated to the school or district, provide notice that the fundraising campaign is not sponsored, endorsed, or monitored by the Adams 12 Five Star Schools, its Board, superintendent or the school;
  - 8.1.7 Confirm in writing in advance whether the school or the district would accept the donation, if applicable. This step may require seeking approval from one or more directors or designees; and
  - 8.1.8 Complete the necessary forms for documentation purposes.
- 8.2 **Approval.** Administrative approval by a building principal or department head is required prior to publishing crowdfunding postings. Factors to be considered by principals or directors when reviewing crowdfunding proposals include, but are not limited to:
- 8.2.1 The educational benefit of the item or service;
  - 8.2.2 Whether there are funds available in the budget for the item or service;
  - 8.3.3 Other educational needs of the school and classroom;
  - 8.3.4 Costs, expenses, time and effort of using the item or service;
  - 8.2.5 Other possible sources of funds for the item or service such as grants or donations from another source;
  - 8.2.6 The number of crowdfunding and other fundraising efforts recently undertaken at the school and/or classroom; and
  - 8.2.7 Costs associated with the fundraising effort.
- 8.3 **Handling of Funds.** If the goal of the crowdfunding is to raise money for a school purpose (rather than a specific item or service to be donated) the funds must be paid directly to the district and may not be paid to individuals.
- 8.3.1 The funds shall be placed in the Special Revenue fund and shall be subject to annual audit.
  - 8.3.2 Items or services purchased with funds donated to the district must comply with applicable procurement and bidding policies.
- 9.0 **Fundraising for Non-School Purposes.** The district and its schools may engage in fundraising for a variety of established charitable organizations.
- 9.1 **Fundraising for Individuals.** Absent extraordinary circumstances, the district and its schools shall not engage in fundraising for individuals. The Superintendent or designee shall be solely responsible for determining when extraordinary circumstances warrant an exception to the general rule.
  - 9.2 **Publicizing Fundraising Efforts by Others.** Schools and district personnel may publicize fundraising efforts for individuals by persons or entities operating outside the school district with prior written permission of the building principal or director. In such situations, notice shall be provided to indicate that the fundraising campaign is not sponsored, endorsed, or monitored by Adams 12 Five Star Schools, its Board, Superintendent or schools.

LEGAL REFERENCES:

C.R.S. 12-9-101, et seq.  
C.R.S. 18-10-102, et seq.  
C.R.S. 22-44-201, et seq.

CROSS REFERENCES:

Policy: 1300  
Policy: 1400  
Policy: 3300, et seq.

Adams 12 Five Star Schools

Most Recent Adoption: April 14, 2018  
Effective: July 1, 2018

