

Local Board Policy #012 Fundraising

Purpose:

It is the purpose of this policy to establish guidelines for fundraising activities conducted by any students/parents or employees of SusQ-Cyber Charter School (“Charter School”). The Board of Trustees (“Board”) acknowledges that the solicitation of funds by students/parent or employees must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the program of Charter School.

Definitions:

For purposes of this policy “fundraising” shall include the solicitation and collection of money by students/parents or employees for any purpose and shall include the collection of money in exchange for tickets, papers, advertising or any other goods or services.

Guidelines:

- The Board of Trustees has the responsibility and also delegates responsibility to the Administration on: day-to-day basis, to monitor, supervise and control all fundraising activities associated with official school sponsored programs, events, trips and/or extracurricular activities when the same are promoted in the name of the Charter School.
- Charter School employees who act as sponsors for these events are directed not to organize, conduct and/or involve students in fundraising activities on behalf of the programs they individually sponsor unless the CEO has previously provided written approval for the fundraising activity.
- All fundraising activities must be voluntary, appropriate and undertaken for a specific purpose.
- Requests for conducting a fundraiser must be submitted in writing to the CEO at least one month before the proposed start of the project.
- Employees or students of the Charter School will not conduct any fundraising without prior written approval being granted by the CEO.
- The CEO will appoint a person to maintain documentation for all fund raising activities and who will oversee the records.
- All fund deposits and the Business Office will make payments.
- In no instance should students/parents or Charter School Employees deposit fundraising monies into personal accounts.
- In no instance shall students/parents or Charter School Employees utilize any fundraising monies or compensation for any personal purposes or benefit and/or any non-Charter School purpose or benefit.
- All funds will be deposited in a Board-approved depository.
- The Board prohibits any fundraising activities that require students/parents or employees to solicit door-to-door.

Delegation of Responsibility:

The CEO may permit collection of money by approved school affiliates, which shall be documented in writing. Such collection procedures shall provide for accurate accounting of inventory and funds by students and adults involved in the activity. Only the CEO may permit collections by students on behalf of school-related organizations, which shall be documented in writing.

The CEO shall develop rules and administrative regulations to implement this policy which:

1. Limit the number of fundraisers in a year for any group.
2. Specify times and places in which fundraising funds or monies may be collected.
3. Describe permitted methods of solicitation that do not place undue pressure on students or patrons.
4. Limit the kind and amount of advertising for solicitation.
5. Develop procedures for fundraising that limit such activity to non-instructional times.

The CEO shall distribute this policy and relevant procedures to each school affiliate granted permission to solicit funds.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.

*Fundraising Request Form attached.

SusQ-Cyber Charter School
Fundraising Request Form

For fundraisers to be conducted by students or employees of SusQ-Cyber Charter School this request form must be submitted to the CEO at least one month before the fundraising activity is scheduled to begin.

1. Purpose of the fundraiser: _____
2. Time frame for the fundraiser: _____
3. Describe the activity to be held: _____
4. Location where activity will be held: _____

Name and position of individual submitting the form: _____

Approval of CEO:

Signature

Date

Approval of Board of Trustees:

Date