

SCHOOL DISTRICT OF WAUPACA

SERIES 800 SCHOOL-COMMUNITY RELATIONS

CODE: 853-R1

SALE OF ITEMS ON SCHOOL PROPERTY

SCHOOL GROUPS

Rules governing the sale of items on school property by school groups are intended to protect the public from being bombarded with solicitations, protect staff from accusations of mishandling monies, and provide for the safe keeping of collected monies.

These rules are not designed to regulate small building level fund raisers such as donut sales, school concessions, or other minor activities.

Ticket sales for regular school events such as athletic contests, musicals, school pictures, or similar regular building functions will not be regulated by these rules.

1. All major fund raisers or money drives within the school building (not effecting students or adults outside the building) must have the approval of the building principal using the following procedures:
 - a. The advisor of each club or activity has submitted a request, in writing, to the principal, justifying the reasons for the activity.
 - b. The request has been submitted to the principal at least two (2) weeks prior to the date the fund raiser is to be conducted.
 - c. The request will include item(s) to be sold, the period or time of sales, and the purpose for which the funds will be used.
 - d. The principal will give his/her decision in writing to the advisor.
 - e. All funds collected and dispersed will be within the financial accounting rule of the School District of Waupaca (Student Activity Accounting).
2. All fund raisers or money drives which will effect students, adults, and the community, and will be carried on outside the building shall have the approval of the building principal with these guidelines:
 - a. A request form be completed and signed by the building principal;
 - b. Each principal will establish a priority list for requested fund raisers;
3. Random methods of individual solicitation, such as door to door sales and telemarketing, are prohibited. This shall not prohibit adults, with prior approval from the principal, from soliciting prizes, awards, or other items of value for the benefit of students and the School District.

NON-SCHOOL GROUPS

1. Non-school groups shall not be permitted to conduct money drives or sales in any schools or during any school functions. However, non-school groups using school facilities shall be permitted to sell concessions that benefit their group at their events only.

2. Posters and handouts from non-profit organizations for the purpose of fund raising may be permitted, but will not interfere with school time or school activities. No money will be collected or processed by the school for non-school organizations.

ADOPTED: 021495

REVISED: 071376, 071487, 081187, 060998

REVIEWED: DRAFT

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.