

Lynden School District No. 504
BOARD POLICY

No 3510P

Associated Student Body

Charitable fundraising can be defined as an official, organized effort by student groups to raise money for donation to a specific group, individual or cause. Each charitable fundraiser must be reviewed by the principal or assistant principal and submitted to the superintendent for final approval.

- Approval of the type of activity must be documented on the Fundraising Activity Form
- The intended beneficiary must be identified on the Fundraising Activity Form
- The principal or assistant principal will take reasonable steps to ensure that the proposed beneficiary is a legitimate charitable organization or cause and submit it to the superintendent for approval. The superintendent will provide information to the school board about approved charitable fundraising activities

The fundraiser must follow all Lynden School District guidelines for fundraising. Charitable fundraising is a private activity and district funds cannot be used to offset, front- fund or pre-pay expenses.

- All expenses, including startup costs, must be paid from the proceeds of the fundraiser or by donation. Note: Reimbursement of items prepaid by individuals is allowed following the event.
- The district shall withhold an amount (or otherwise be compensated) for the direct cost of its services when appropriate.

Supporters 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).

- Notification can be on a sign, posted in plain view of where the money is exchanged; on preprinted cards that are handed out at the time of a transaction; or affixed to the back of tickets or receipts.
- 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 Lynden School District exclusively for the specified purpose”

Funds will be held in trust in one or more separate accounts and will be disbursed for the purposes determined by the student group(s) conducting the fundraiser.

Payment of the donation should be processed by warrant request after completion of the fundraiser.

- A copy of the receipts or deposit should be attached to the warrant request as backup documentation and sent to Accounts Payable.
- The warrant request may not exceed the amount indicated on the backup documents.

Adopted: October 25, 2012