

## **District Fundraising Activities**

The Washington State Auditor's Office has provided guidance that Third Party Receipting donations made to the district must be deposited to a district bank account within 24 hours of receipt to be in compliance with RCW 43.09.240. Cash, check and credit card donations for Clover Park School District No. 400 (District) may be receipted at any district cash handling site.

### **District staff fundraising programs – prohibited activities:**

- Contracting with crowdsourcing sites such as: Donors Choose, Donors Choice, SnapRaise, GoFundMe, Indiegogo, Kickstarter, etc. where cash donations are made through third-party vendors, and the third-party vendors receive a percentage or amount of the donation as payment for services. (Crowdsourcing, as defined in this context, is the process of obtaining cash donations from an online community rather than from traditional district-sanctioned means.)
- Private individuals may use crowdsourcing sites and donate to the district. However, individuals may not use district assets or resources (district email, school/district letterhead, copying, etc.) when engaging in private crowdsourcing activities. Also, district employees acting as private individuals shall not represent themselves as an agent of the district, i.e. culinary arts class at Lakes High School.

For student fundraising guidelines and procedures please refer to Student Fundraising Activities, 3530 P1.

### **Fundraising by Outside Groups:**

- A. Any outside group other than an official school-parent group must have approval from the superintendent and/or designee before conducting fundraising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
1. Must work through established official parent organizations and not with or through student body organizations or the administration; and
  2. May not use school materials, supplies, facilities or staff without proper reimbursement. Requests to the administration for access to students for purposes of fundraising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group to utilize the parent organization's normal method of communication to transmit information concerning the fundraising; and
  3. Shall not collect money in schools as part of fundraising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fund raising activity; and
  4. May display a sign announcing a fundraising activity. Brochures explaining the program may be made available to students through the school office.

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