

**REVENUES GENERATED FROM ACTIVITIES AND
FUNDRAISERS**

The Colorado Springs School District 11 Board of Education (the Board) recognizes the value of a school’s ability to raise funds for student activities. Within Colorado Springs School District 11 (the District), this is commonly referred to as Fundraisers. All Board policies, school regulations, federal, state and local laws must be followed. The scope of this policy covers all fundraising activities, including online fundraisers, being run by the District, schools or students, or taking place in District buildings. This includes but is not limited to, summer camps, clinics, dances, carnivals, and fairs. The Governmental Accounting Standards has specific definitions for inclusion in the District’s financial reporting entity. Inclusion in the financial reporting entity includes governance and accounting for any funds collected or spent. Generally, PTA/PTO, band booster clubs and other outside organizations do not meet the criteria for inclusion in the District financial reporting entity and therefore are not subject to District policies and regulations.

The Board directs the Superintendent or designee to cause administrative regulations for this policy to ensure accountability for responsible fiscal management of all fundraising activities.

At no time will an individual, partnership, and/or corporation operating either as an independent contractor to the District or as a separate business or non-District organization use the District name, school name, or logo(s) for purposes of advertisement or promotion, or as part of the activities name recognition, without coordinating with the Office of Communications and the Office of Volunteer Services.

General Terms

1. All fundraisers must be approved by the Office of Volunteer Services.
2. The principal is responsible for all fundraising activities associated with his/her school.
3. Caution should be used when students are soliciting for fundraisers in the community. Students are not to be used as door-to-door sales agents.
4. Fundraising projects should be limited in number and be of educational benefit, directly or indirectly.
5. Fundraisers should be in good taste and appropriate for the student and customer demographics.
6. On-Line fundraisers must be authorized through Volunteer Services and should not be used without Volunteer Services approval.
7. Fundraisers should NOT be used for basic classroom materials or equipment (e.g. school supplies and textbooks) in accordance with a Free and Appropriate Public Education (FAPE). Fundraisers for optional materials, such as materials needed for a special project and not for required curriculum and instruction, may be permitted.
8. When students are involved in a fundraiser, parents/guardians should be informed as early as possible.

Adopted March 1997
Revised August 2002
Reviewed October 5, 2012
Revised June 10, 2015
Reviewed September 14, 2016
Revised January 15, 2020

CROSS REFS.: DFG-R, Regulation to Policy DFG, Revenues Generated from Activities and Fundraisers
DFG-E, Revenues Generated by Activities and Fundraisers Reconciliation Form, Exhibit to Policy DFG, Revenues Generated from Activities and Fundraisers
JQ, Student Fees, Fines and Charges
KF, Community Use of District Property (for Non-District Use)
KHA & KHA-R Solicitations in Schools/Departments
KJJ, Relations with Community Fund-Raising Groups