

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

**STUDENT FUND RAISING ACTIVITIES**

Procedures

1. With the opening of school in the fall, a school calendar for all known fund raising activities, including those in which the community is to be involved, will be prepared by the Athletic/Activities Director to reduce date conflicts. The calendar shall be submitted to the District Administrator by the last day of September. Any variance after this date must be submitted to the Administration.
2. Fundraising within the school will not be authorized until the following have been completed:
  - a. The advisor of each club or co-curricular activity will submit a statement justifying the reason(s) for the activity
  - b. The statement will be submitted to the building principal at least two (2) weeks prior to the date the fund raising is to be conducted. In extenuating circumstances, the principal may approve fund raising activities submitted in less than two (2) weeks.
  - c. The statement will include a list of items to be sold, the period of selling time (e.g. days, time of day, etc.) and the purpose for which the funds will be used
  - d. If approved, the request will be approved by the Athletic/Activities Director, Principal and/or District Administrator with notification provided to the advisor/fund raising coordinator

The District Administrator will use a veto power only if the project is deemed inadvisable.

**Legal References:** Wisconsin Statutes §§ Sections 103.23, 118.12, 120.14, 120.16(2) & (5), 120.18

**Cross References:** Policy 662.1 Student Activity Funds Management

**Adoption Date:** 2/24/2014

**Date Revised:**

**Date Reviewed:**