

## Edmonds School District No. 15 Fundraising Guide

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<i>First question to ask when planning a fundraiser: 1) will the proceeds go directly into a School/District account? If Yes follow column A. If the proceeds will go directly into a non-district account, follow column B.</i>	Proceeds go directly into a School/District Account	Proceeds go directly to a non-district organization		
1) Who is the sponsoring organization? Who is responsible for the planning, organization, management and operation of the fundraising activity?	School (including General, ASB and Non-ASB program activities)	Non-district organization (such as PTSO, PTA, Booster Club, Koins for Kids)		
2) When may the fundraiser be held?	School hours or non school hours	School hours	Non school hours	
3) Where may the fundraiser be held?	On district property or a district function off district property	On district property or a district function off district property	On district property	Off district property
4) Is the approval of the fundraiser by the school administrator required?	Yes	Yes	Yes	No
5) Who is responsible for collecting, counting, reconciling, safekeeping and depositing of funds?	District staff is responsible; students and volunteers may assist	Non-district organization	Non-district organization; students and staff may assist, but not in their capacity as "district students" or "district staff", respectively	
6) Is student participation in the fundraising activity allowed?	Yes	No	Yes, in their private capacity and not as 'district students'	
7) Is supervision by district staff required while students are participating in the fundraising activity?	Yes	N/A; student participation is not allowed	No	
8) Is district staff involvement in fundraising activity allowed?	Yes- allowed and required	No	Yes, in their private capacity and not as 'district staff'	
9) Is non-district organization involvement in fundraising activity allowed?	Allowed, but not required	Required	Required	
10) Are there restrictions on the use of funds?	Yes - General, ASB and Non-ASB Funds may not be used for election campaign activities	Use is determined by the non-district organization		
	Yes - General Fund: must have direct link to educational purposes (i.e., library books, outdoor ed, music/drama program); may not be gift to individuals; although schools may solicit donations of consumable supplies, don't recommend direct student fundraising for same			
	Yes - ASB Public Funds must be used for optional, noncredit extracurricular activities of a cultural, social, recreational or athletic nature; may not be gift to individuals			
	Yes - Certain ASB and Non-ASB Program Funds may be raised for charitable purposes			

## Edmonds School District No. 15

### RCWs, WACs, District Policies & Other Resources Related to Fundraising

#### General Fund Fundraising

- RCW 28A.320.015 School boards of directors - Powers - Notice of adoption of policy
- RCW 28A.320.030 Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration
- Attorney General's Opinion 2003 No. 1 School Districts - Education - Authority of school districts to undertake various fundraising activities
- School District Policy 8430 Authority to Solicit Donation and Conduct Fundraising Activities in Support of General Education Programs

#### Associated Student Body Fundraising - Public and Private Monies

- RCW 28A.325.020 Associated student bodies - Powers and responsibilities affecting
- RCW 28A.325.030 Associated student body program fund - Fund-raising activities - Nonassociated student body program fund moneys
- WAC 392-138-010 Definitions
- WAC 392-138-011 Formation of associated student bodies required
- WAC 392-138-014 Accounting procedures and records
- WAC 392-138-200 Nonassociated student body private moneys
- School District Policy 8445 Student Involvement in Fund-Raising Activities
- School District Policy 8450 Student Fundraising for Charitable Purposes

#### Other References

- School District Policy 9040 Public Solicitations in Schools
- School District Procedure 9040 R1 Guidelines for Organizations and Groups Seeking to Raise Funds Through Students
- School District Clarification and Guidelines for Parent Groups, Booster Clubs, and Other Not-for-Profit Donors to Schools and Student Activities (district website)
- Washington Association of School Business Officials (WASBO) ASB Procedures Manual
  - General Fund Fundraising
  - Outside School Support PTA/PTSA/PTO Activities
- ASB Fundraising Resource Guide - WASBO ASB Committee, Reviewed by State Auditors Office
- Your PTA & the Law - Washington State PTA