

## Procedure - District Fundraising Activities

Edmonds School District fundraising programs for students will:

1. Promote K-12 education in the Edmonds School District
2. Provide educational experiences for students
3. Address local funding obligations that support the educational mission of the Edmonds School District
4. Promote the effective, efficient, or safe management and operation of the district

Edmonds School District fundraising activities may include:

1. Soliciting gifts and donations that are reasonably related to the pursuit of Edmonds School District objectives
2. Entering into interlocal agreements with other governments which generate additional funds for Edmonds School District activities.
3. Operating various revenue-generating enterprises consisting of the sale of goods or services that are produced by or linked to the Edmonds School District's educational program. The purpose or use of such programs will be consistent with the policies and programs of the Edmonds School District.

Proposals for Edmonds School District fundraising programs will be reviewed and approved in advance by the Superintendent (or designee) to ensure compliance with the following procedures. The Superintendent (or designee) will make all compliance determinations.

Any fundraising program charging fees will satisfy the following criteria:

1. Fees for persons attending or participating in such programs will only be charged when attendance or participation is optional, not mandatory;
2. Students may not be charged a fee to enroll in a curriculum-based activity that involves an Edmonds School District fundraising program; and
3. A program will not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.

Any fundraising program characterized as a "business enterprise" activity will satisfy the following criteria:

1. For these purposes, "business enterprise" will be defined as any non-Associated Student Body activity that sells goods or services for Edmonds School District-related purposes on an ongoing basis;

2. Such “business enterprises” will sell products or services that are appropriate for the program’s educational purposes and/or promote the effective, efficient, or safe management and operation of the district;
3. Such enterprises will not be created solely for commercial purposes;
4. Such enterprises will purchase inventory in accordance with applicable Edmonds School District policy and/or practices; and
5. A business enterprise program will not be created or continued that will require the allocation Edmonds School District funds when program-specific resources are insufficient or exhausted.

Any fundraising program using donated personal items or services for an auction and/or sale will satisfy the following criteria:

1. Donated items or services must be free from health and/or safety hazards;
2. Donated items or services must be given voluntarily by individuals or businesses; and
3. Appropriate solicitation on the part of students, parents or appropriate Edmonds School District personnel is permissible, but actions of students and parents cannot bind the Edmonds School District to any contractual obligations.

Any fundraising program that requires contracting with a third-party vendor or promoter will satisfy the following criteria:

1. The contract will further K-12 education and/or promote the effective, efficient or safe management and operation of the Edmonds School District; and
2. The Edmonds School District will enter into contracts consistent with district policies and with the appropriate authorization of the Superintendent (or designee).

Any fundraising program involving the production and/or sale of goods or services, such as a vocational education program, will satisfy the following requirements:

1. The Superintendent (or designee) must authorize the sales of any goods produced and/or any services provided by the educational program;
2. The proceeds from the sale will be used to enhance or expand the education program(s) as determined by the Superintendent (or designee);
3. To the extent required, all goods produced or services provided from an educational program will be assigned to or owned by the Edmonds School District; and
4. Individual compensation for the sale of goods produced and/or for the services provided will not be permitted, except as authorized by the Superintendent (or designee), in accordance with applicable laws, Edmonds School District procedures, and/or practice.

Any fundraising program selling surplus school personal property will satisfy the following criteria:

1. Such programs will not violate applicable state law or Edmonds School District policy governing the sale, lease, of rental of surplus and obsolete school personal property;

2. Such programs are permitted only as provided in RCW 28A.335.180; and
3. Such programs follow the Edmonds School District's policy for the disposal of surplus property, Board Policy #6884.

All fundraising programs shall comply with district cash handling, fixed asset, and gifts and donations policies.

Online fundraising sites (Donors Choose, for example) are permissible to use to solicit non-cash donations of supplies, materials, and equipment under the following conditions:

1. Prior permission is received from the Superintendent (or designee) before posting the request
2. All items received are shipped directly to the school site or the district's central receiving
3. Supplies, materials, or equipment are consistent with district standards
4. Supplies, materials, or equipment become the property of the district
5. Fixed assets are bar-coded and added to the site's inventory lists

### **District Fundraising- Prohibited Activities**

The Washington State Auditor's Office has provided guidance to the district that cash donations made to the district must be deposited to a district bank account within 24 of receipt to be in compliance with RCW 43.09.240. As a result, contracting with crowd sourcing sites such as: Snap!Raise, Go Fund Me, 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 are prohibited.

Edmonds School District

Adopted: 04.08.03

Revised: 02.11.19