

6.6—FUND RAISING

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs/sponsors or organizations and third parties. Employees who are discovered to have established a non-approved school-affiliated fund raiser may be disciplined, up to and including termination.

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Student participation in any fund raising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds.

Secondary Schools

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, athletic teams, school PTAs, or parent booster clubs. All groups, except school PTAs, must receive written approval from their sponsor and the school principal.

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Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

Elementary Schools (K-6)

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one (1) such activity per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs:

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1. Student participation in fund raising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students may not participate in fund raising programs without written parental permission returned to school authorities;
4. An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and
5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

Crowdfunding Fund Raisers

Inasmuch as desired enhancements to educational programming have always and will always exceed school resources, school employees may at times choose to seek private funds for school improvements. One modern manifestation of this is commonly referred to as ‘crowdfunding,’ or the placement of needs on various websites in order to secure donations to meet those needs. Two popular sites of this sort include GoFundMe and Donors Choose. Such fundraising methods are permissible within the Little Rock School District and the Board commends school employees for their efforts to secure outside funding to better serve the needs of their students. It is the preference of the Little Rock District that employees utilize sites funding supplies or equipment rather than monetary donations. GoFundMe will be used under the ClassWallet platform. District employees wishing to secure crowdfunding should keep the following requirements in mind:

1. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising/donation campaign for the benefit of the district shall begin the process by seeking prior approval from the building administrator and Superintendent (or designee). Pre-approval for technology or a non-technology equipment must also be obtained from the technology department or maintenance department.
2. All monetary donations should be recorded by the school bookkeeper in the school’s activity fund accounting system at each school once a check has been deposited into the school’s activity fund. A check will be requested to be mailed to the district office in the name of the school, **not to an individual person.** If after purchases are made any funds remain, they will be held at the school in that specific activity fund.
3. All items received/purchased through crowdfunding projects are the property of Little Rock School District and all inventory/purchasing procedures apply. It is the intention of the District to ensure that items purchased through such fundraising endeavors remain with the teacher/employee, unless the teacher/employee leaves the district, school, grade level, or the program for which the items were purchased. Should the employee leave the district, school, grade level, or program the building administrator will disperse the equipment or funds based on similar needs reflected in the original project.
4. A file is to be maintained at the school for any crowdfunding request. This file should include: the Crowdfunding fundraising Project form and any documentation (receipts, packing slips, emails, invoices, etc.) pertinent to the project.
5. Employees should be aware that some sites are tax deductible and some are not. It is the employee and donor’s responsibility to determine if the donation is tax deductible.

When making requests for crowdfunding support, employees must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA). Thus, student images, names, and description which would cause students to be identifiable or would allow logical deductions about disabilities or other factors deemed to be within the student sphere or privacy must not be used on such websites or elsewhere, unless written, parental permission is secured in advance.

Legal References: A.C.A. § 6-18-1102
 A.C.A. § 6-18-1104

Date Adopted: August 24, 2017
Last Revised: July 12, 2019

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