

The School District of Neillsville recognizes that student fundraising activities are part of student organizations and co-curricular events, but strives to protect students and their parents/guardians from excessive fundraising activities that may place a financial burden on students' families and the community. Student fundraising activities should:

- serve a worthwhile and/or educational purpose
- promote the educational welfare of students
- safeguard the welfare of participating students
- not unduly burden the community

Groups

1. *Funded Student Groups:* Any group, organization, or classroom that is funded through the regular district budget.
2. *Non-Funded Student Groups:* Any group that has been formed to support funded groups and/or activities. Non-funded groups must have a faculty advisor, officers, a statement of purpose and approval from the high school principal. All monies in possession of the group shall be kept in a district activity account. Membership to such groups shall be non-discriminatory, according to district policy. These groups are comprised of students actively enrolled as students in the district.

Types of Fundraising Activities

1. *Door-to-Door Sales:* The sale or distribution of products to the general public by individual students, both within the school and throughout the community, whereby the student solicits other individuals to purchase a product. Community-wide fundraisers are to be limited in order to protect the community from excessive door-to-door solicitation.
2. *In-School Sales:* The sale or distribution of products to the general public by individual students through activities such as concession stands set up and operated during athletic contests, bake sales, etc. Students do not solicit individuals to purchase.
3. *Collections:* The direct solicitation of funds or materials for local, state, or national causes or philanthropies. Any approved collection or drive should involve a minimal amount of school time and emphasize the educational and civic value of individual participation.
4. *Vending Machine Sales:* Machines set up to dispense food and beverages to students. These units are permitted in the middle school and high school only. Applicable student group is responsible for maintenance and financial management.

Monies Raised through Fundraising

1. Monies may be used to fund activities that are not funded through the district budget. All activities must have prior administrative approval.

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2. Monies may be used to assist individuals in time of need, or for scholarship. The high school principal will assess the validity of the cause.
3. Monies may be used to purchase equipment and supplies for funded programs.

Application Procedure and Fundraising Guidelines

1. The advisor of each club, activity, or organization will submit a fundraising application to the high school principal for approval. Applications for events involving door-to-door sales must be submitted by September 15 to be considered for that academic year. Applications for all other types of fundraisers must be submitted at least one month prior to the event.
2. The high school principal shall oversee door-to-door fundraisers including approving and scheduling. The number of door-to-door fundraisers shall be limited to twelve per school year. Door-to-door fundraisers cannot run concurrently, and are limited to three weeks in duration.
3. The high school principal shall schedule fundraisers to prevent conflicts between groups. This may result in the rejection of an activity that duplicates, or competes with, the efforts of others.
4. All fundraising activities that involve the sale or distribution of products shall subject that product to the scrutiny of the building principal as part of the activity's approval process. Permission to conduct community sales may be approved or denied depending on the type of product to be sold, quality of the product, cost of the product, and other appropriate and reasonable criteria.
5. Ticket sales for regular school events, such as athletic contests, musicals, concerts, or similar regular building functions, will not be regulated by this policy.
6. Fundraising shall not conflict with school lunch regulations or classroom instruction.
7. WIAA bylaws prohibit fundraising by athletes for their sport out of season.
8. Any staff member conducting fundraising activities may not receive, for his/her personal benefit, anything of value as a result of his/her involvement in the fundraising.

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9. Students under the age of 12 shall be permitted to participate in fundraising activities provided written approval has been obtained from the student's parent/guardian. Students under the age of nine, or each group containing one or more students under the age of nine, must be physically accompanied by a parent or a person at least 16 years of age when working in a fundraising activity.
10. Students shall not be required to participate in any campaign to raise funds for any purpose.

REF: WI Statutes 103.23

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