

The school board believes fundraising campaigns can further the interests of the district. Care must be taken to help ensure fundraising efforts are done properly and safely to benefit the school community. Any person or entity acting on behalf of the district and wishing to conduct a fundraising campaign for the benefit of the district, shall make a request in writing to the superintendent for review. If approved by the superintendent, the fundraising request will be placed on a board agenda for final approval. The school board is responsible for the final approval of all fundraising requests.

Student Fundraising

Fundraising requests shall include the following information:

- (1) what will be sold;
- (2) by whom and to whom;
- (3) how much money will be raised;
- (4) when will the fundraising take place;
- (5) what the money will be used for; and
- (6) other pertinent information, including the rationale for the project.

Fundraising requests are due in the superintendent's office no later than September 1 of the school year in which the fundraising project will take place. Exceptions may be granted in special cases by the superintendent with board approval. This policy shall not apply to "service" type projects or to internal sales in which the general public is not solicited (such as dances or concession stands).

All funds generated from fundraising activities will be placed in the district's student activity fund. Any fundraising efforts conducted using the district's resources, name, logos, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.

District Affiliated Fundraising

There are times when the school board may decide to engage in district affiliated fundraising efforts to benefit the school district. All district affiliated fundraising efforts will fulfill a public purpose and will not benefit only one single individual or family, except in unique circumstances pre-approved by the school board. The use of district owned resources to conduct fundraising efforts will be in accordance with all applicable laws and regulations and other relevant district policies and procedures. Money or items raised by any district affiliated fundraising campaign will be the property of the district only upon acceptance by the board and will be used only in accordance with the terms for which they were given, as agreed to by the board. All district affiliated fundraising will be approved by the school board. Prior to approval of district affiliated fundraising efforts, the board will consider:

- Compatibility with the district's educational program, mission, vision, core values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;

- The district's instructional priorities;
- The manner in which donations are collected and distributed;
- Other factors deemed relevant or appropriate by the district.

Online Fundraising

The use of the district's name, logos, symbols, or imagery for online fundraising will be subject to the approval of the Superintendent. All online fundraising efforts will fulfill a public purpose, and will not benefit only one single individual or family except in unique circumstances pre-approved by the school board. If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

Online Fundraising - Crowdfunding Procedures:

The Monticello Community School District believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district will:

1. A request to participate in online fundraising (crowdfunding) should be made to the principal. The request should include the explanation of who will be doing the fundraising, purpose of the funding, items being funded, fundraising timeline, funding goals, as well as other relevant information regarding your funding request.
2. If approved by the principal the request should be forwarded to the superintendent.
3. If approved by the superintendent, this request will be placed on a board agenda for approval.
4. Any fundraising efforts conducted using the district's name, symbols or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.
5. Money or items raised by an online fundraising campaign will become the property of the district.
6. Gift cards cannot be accepted as a part of the fundraising activities and all cash and check donations should be deposited into a school account as soon as possible.
7. When the donated items are received, a report outlining the items, donors, and amounts received will be given to the board secretary.

All items and money generated from online fundraising are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly.

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Reviewed and Amended: 6/28/76; 11/28/88; 11/9/92; 4/24/00; 02/26/07; 2/24/14; 5/26/20; 8/22/22; 7/22/24