

## Communication and Public Information

### Soliciting of Funds at School

#### **Introduction**

Student Activity accounts are those funds which are owned, operated, and managed by organizations, clubs, or groups within the student body under the guidance and direction of faculty or staff members for educational, social, or cultural purposes. These organizations receive their funding through fundraising events, dues from student members, or contributions from other organizations. Student activity funds must be accounted for and reported in Fund 60, an Agency (Fiduciary) Fund, over which the District has custodial responsibility, not ownership. Acting as an agent, the District is responsible for maintaining records and properly accounting for the activity within the funds (student activity funds). The Wisconsin Department of Public Instruction requires that policies and controls over agency funds meet or exceed the requirements that govern other District funds, and that they be in writing and fully accessible to all parties involved with the administration of the funds.

These guidelines and procedures set forth the foundation for proper accountability and uniform handling of student activity fund accounts. Adherence to these guidelines and procedures is expected from all District staff and students. This policy replaces all prior publications regulating the administration of student activity funds including all earlier editions of the manual itself.

#### **Administration**

State of Wisconsin The authority to collect and administer student activity funds is directed by the State of Wisconsin. WI Statute 120.16(2) states, "The school district treasurer may receive money raised in extracurricular activities."

Wisconsin Statute 946.13 warns against conflicts of interest:

- "Private interest in public contract prohibited (1) any public officer or public employee who does any of the following is guilty of a Class E felony:*
- a) *In the officer's or employee's private capacity, negotiates or bids for or enters into a contract in which the officer or employee has a private pecuniary interest, direct or indirect, if at the same time the officer or employee is authorized or required by law to participate in the officer's or employee's capacity as such officer or employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the officer's or employee's part; or In the officer's or*

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*employee's capacity as such officer or employee, participates in the making of a contract in which the officer or employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the officer's or employee's part."*

Wisconsin Department of Public Instruction The Department of Public Instruction (DPI) states that "student activity funds consist of activities that revolve around a student organization" and "if it is not a student organization, it should not be classified as a student activity fund".

The dispersed nature of student activity funds and the diverse schools within the District's educational environment require structured controls on all activity fund accounts. In addition to written policies and procedures, the controls include establishing clear lines of authority and properly placed accountability.

- Board of Education – The Board of Education adopts policies to govern the establishment and operation of all activity funds. The District's auditors review these policies for sound accounting and reporting practices.
- Superintendent – The Superintendent has responsibility and authority to implement all policies and rules pertaining to the supervision and administration of student activity funds in District schools in accordance with the policies of the Board of Education.
- Business Officials – District Business Officials have overall responsibility for accounting for and reporting of all funds, including District and Student Activity Funds, to the Board. The Business Officials are also responsible for implementing and enforcing appropriate internal control procedures.
- School Principal – The Principal at each school site is designated as the student activity fund supervisor for that school's accounts. The Principal has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies, approving disbursements and supervising the bookkeeping function. The Principal is a signatory to all disbursements, including checks drawn on the activity fund.
- Faculty Advisor – Each student organization is assigned a faculty advisor who is responsible for supervising all activities of the student club or organization. DPI specifically states that, "The faculty advisor is responsible for maintaining proper documentation to support the student activity fund records." The advisor's role is not to run the group, but to provide supervision and to facilitate student participation and decision-making. Faculty advisors must be employees of the District who are

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assigned by and report to the activity fund supervisor (School Principal).

### **Soliciting of Funds at School**

General solicitation of funds from and by students will not be permitted except as provided through the Code of Student Responsibilities and Rights or as specifically authorized by the Superintendent or designee. Individual schools may, with the authorization and approval of the principal, participate in the following fund-raising campaigns:

- Approved/ Authorized School Club Groups
- Charitable Fundraisers
- Athletic, Music, Newspaper, Yearbook, Drama Fundraisers

Participation of schools in the aforementioned campaigns shall be limited to:

- a. the dissemination of information concerning the purpose of the organization or activity for which funds are being raised for the educational, social, or cultural purpose of the student.
- b. raising funds from extra-curricular activities that revolve around the student organization. The students in the organization own the funds, participate in the activities of the organization and are involved in managing the funds. The disbursement of monies from student activity funds is subject to approval by the student organization and its advisor. The funds are under the control of the School Principal and are accounted for at the site.
- c. receiving voluntary contributions.

No quotas shall be fixed for any contribution made by the students. Lists of names shall not be published. This regulation shall not be construed as prohibiting student groups or associations from helping worthy or charitable groups.

No solicitation of funds for non-school activities from school personnel during school time is permitted except as authorized by the Superintendent or designee. Each building principal reserves the right to limit such activities if such becomes disruptive to any educational process.

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## Related Administrative Regulations:

- 1323 Advertising and Promotions
- 1325 School Fundraising Guidelines
- 3280 Gifts, Grants and Bequests
- 3310 Purchasing Guides
- 3313 Relationship with Vendors
- 3450 Monies in School Buildings
- 3541.32 Transporting Students in Private Automobiles
- 4116.3 Code of Ethics for Teachers
- 4116.4 Code of Ethics for Administrators
- 5141.1 Preamble to the Code of Students Responsibilities and Rights
- 6144.4 Political Campaigns
- 6152 Field Trip

The following forms can be found on the Employee Portal – Purchasing – Printed Forms:

- Application for Fundraising Activity
- Fund Raising Resume

Legal Reference: Wisconsin Statute 103.23(2), 120.13, 120.40

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