Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
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District Policy 3610

Fundraising

Fundraising Washington County School District: Approved 5-11-26

1. Purpose

The purpose of this policy is to establish standards and procedures governing fundraising activities conducted by schools, programs, and affiliated organizations within the District.

Fundraising activities are intended to supplement and enhance curricular and extracurricular programs and shall be conducted in a manner that promotes equity among schools and minimizes competition for limited resources. The District shall ensure that fundraising activities do not interfere with instructional time or detract from the primary educational mission.

Fundraising shall be conducted only for purposes that directly benefit students and school programs and shall not be used for entertainment or commercial purposes unrelated to educational objectives.

This policy is intended to provide a framework for responsible fundraising that supports District programs while ensuring accountability, fairness, and alignment with the District's educational priorities.

2. Policy

2.1. **Fundraising Limitations and Conditions**

2.1.1. Fundraising activities should be handled in-house whenever possible. All funds shall be received, accounted for, and deposited in an authorized school or District account.

2.1.2. When fundraising activities are conducted in coordination with an outside organization, including booster clubs. See Administrative Letter A167 - Booster Clubs for classification and operational guidance.

2.1.2.1. A written contract shall be executed specifying the responsibilities of each party and the disposition of all funds.

2.1.2.2. The contract shall reflect an arm's length transaction and demonstrate that the arrangement is in the best interest of the school and the District.

2.1.2.3. School employees, including coaches, shall not participate in or control the fi nancial operations of the outside organization.

2.1.2.4. All fundraising activities shall be approved by school administration.

2.1.2.5. School Fundraiser Approval - District Form 5023

Prior to conducting any fundraiser, the school must complete District Form 5023 - Business Documentation Form - Fundraisers for School Activities & Programs. This form must document the details of the fundraiser, identify the individual responsible for overseeing the activity, and be reviewed and approved by a school administrator. The school shall retain the completed Form 5023 and make it available for review during audits or other official inspections of fundraising activities.

2.1.3. The following conditions apply to all fundraising activities, regardless of whether conducted by the school or an outside organization:

2.1.3.1. Fundraising activities shall be limited in scope so as to minimize the time, effort, and emphasis placed on fundraising.

2.1.3.2. Students shall not be released from school for fundraising purposes. Students shall not sell items to other students during instructional time.

2.1.3.3. Door-to-door fundraising is not authorized by the District. If a parent or legal guardian permits such activity, the District recommends that the student be accompanied by a responsible adult and limit such activity to known and trusted individuals.

2.1.3.4. Students shall not be subjected to undue pressure to participate in fundraising activities and shall not be made to feel obligated to provide money or items.

2.1.3.5. All funds shall be receipted, managed, and expended through authorized school or District accounts in accordance with established accounting procedures. Fundraising conducted by parent organizations (e.g., PTA, PTO) shall comply with the financial procedures established by those organizations.

2.1.3.6. Fundraising activities should be limited to the school's enrolled population unless prior administrative approval is obtained from both Assistant Superintendents of Schools.

2.1.3.7. Failure to comply with this policy may result in disciplinary action, up to and including dismissal.

2.1.3.8. Any agreement or contract entered into for fundraising purposes shall include the following provision:

"The Board reserves the right to cancel or amend, at any time, any agreement or contract whether oral or in writing, between any school, organization, booster club, governmental entity, parent organization, or any other individual."

2.1.3.9. Collections intended to support an individual employee, student, or family in need may be permitted on a limited and voluntary basis. Such collections must be approved in advance by school administration and the Superintendent or Assistant Superintendent and must not involve coercion or mandatory participation. Funds collected shall be accounted for and distributed in a transparent manner and, when appropriate, maintained separately from school or District accounts. Requests for distribution beyond the school's enrolled population are limited to high schools and must follow procedures outlined in Policy 3600 Section 4.4.7. See Form 5001 - Business Documentation Form - Charitable Fundraisers & Scholarships.

2.2. **Content Standards for Fundraising**

2.2.1. All fundraising activities shall be age appropriate and shall not:

• Disrupt, interfere with, or detract from the educational environment;

• Promote substances or activities that are illegal for minors, including alcohol, tobacco, drugs, or gambling;

• Promote any religious or political purpose, including support for or opposition to any candidate, ballot measure, or political interest;

• Promote or advertise competing educational organizations or entities in conflict with the District's mission or programs;

• Require or imply endorsement by the school, District, teachers, or students, or exert undue pressure on students, parents, or employees:

• Promote or contain content that is hostile, disruptive, violent, vulgar, abusive, obscene, or sexually explicit;

• Discriminate against or demean any individual or group based on race, gender, ethnicity, age, disability, or religion;

• Advocate for the violation of law or Board policy.

3. Procedure

3.1. **Acceptable Fundraising Activities**

3.1.1. Non-Sales Fundraising Activities

School administration may approve fundraising activities that do not involve the sale of goods or services, including:

• Sponsorship banners displayed on school property in compliance with local ordinances, excluding classroom spaces;

• Advertising in school-sponsored publications including student publications, yearbooks, and approved parent organization publications;

• Sponsorship recognition on school-related items (e.g., apparel) produced by schools or approved parent organizations;

• Limited contact with local businesses for donations, provided such contact is reasonable and not disruptive;

• Collection of non-hazardous recyclable materials;

• School-sponsored events, including car washes, athletic clinics or camps, shoot-a-thons, and similar activities.

3.1.2. Fundraising Activities Involving Vendors

Fundraising activities involving the sale of goods or services through a third-party vendor shall require use of a vendor approved and included in the Washington County School District Foundation's approved vendor list. Schools and District organizations shall only utilize vendors included on the approved vendor list. Booster club fundraising operations must also comply with Administrative Letter A167 - Booster Clubs.

3.1.2.1. Vendor Application Requirements

All vendors must complete and submit the Washington County School District Foundation Fundraiser Application (WCSD Form 410) and the required supporting documents, including documentation of registration or permitting with the Utah Division of Consumer Protection (e.g., Professional Fundraiser Permit or Commercial Co-venturer documentation, as applicable), to the WCSD Foundation for review and approval prior to engaging in any fundraising activity with schools. Vendors shall comply with the following requirements:

• Vendors shall comply with all applicable laws, including registration requirements under Utah Code Annotated § 13-22-5.

• Vendors shall not solicit, request, promote, advertise, or sponsor a charitable solicitation unless properly registered with the Utah Division of Consumer Protection.

• It is unlawful for any vendor to plan, manage, advise, counsel, consult, or prepare materials for a solicitation unless the organization is properly registered.

Only vendors approved and listed by the WCSD Foundation may be used for fundraising activities.

3.1.2.2. Review and Approved Vendor List

The WCSD Foundation shall review submitted applications for compliance with this policy and applicable law and shall maintain and publish a list of approved vendors. The approved vendor list shall be updated within a reasonable timeframe, generally within two (2) weeks of receipt of a completed application.

3.1.2.3. Participation Requirements

Participation in fundraising activities involving the sale of goods or services, discount cards, the collection of donations through third-party platforms or fundraising systems, or events where a portion of proceeds from a business or restaurant is donated to a school, program, team, or organization, is prohibited if the vendor is not approved and included on the Washington County School District Foundation's approved vendor list. Schools and District organizations shall only utilize vendors included on the approved vendor list.

3.1.2.4. Arrangements in which a vendor provides a service, assembly, event, or activity at no cost in exchange for the school selling products or services or sharing in sales revenue (e.g., product assembly programs, in-school sales events, or similar activities) shall be considered sales-based fundraising activities. The provision of a "free" service does not exempt the activity from vendor approval or fundraising requirements. Such arrangements are subject to all vendor approval requirements outlined in this section, including prior approval by the Foundation and inclusion on the approved vendor list.

3.1.2.5. Activities involving guest speakers, authors, or performers who provide assemblies or events in connection with the sale of books or merchandise shall be considered vendor-based fundraising when sales or revenue-generating activities occur. The provision of a "free" assembly does not exempt the activity from vendor approval or applicable advertising requirements.

3.2. **General Fundraising Requirements**

3.2.1. All fundraising activities shall comply with the limitations and conditions set forth in this policy.

3.2.2. Fundraising activities shall be conducted in a manner that supports the educational mission and does not create undue burden on students, families, or the community.

3.2.3. Donations of cash, goods, or property intended to support schools or programs should be processed through the Washington County School District Foundation in accordance with applicable laws and District procedures. The Foundation shall provide appropriate acknowledgement for qualifying donations.

3.3. **Advertising and Promotion of Fundraising Activities**

3.3.1. Promotional materials distributed through District channels shall not advertise fundraising activities unless the fundraiser is school-sponsored and all funds are collected, receipted, and deposited into an authorized District account.

3.3.2. Promotional materials directing funds to private accounts, booster organizations, or external entities shall not be approved.

3.3.3. Promotional materials or activities involving guest speakers, authors, performers, or other outside individuals or organizations who provide assemblies, presentations, or events at no cost, whether during the school day or at parent events, in connection with the sale or promotion of goods or services (including books, merchandise, programs, or services) shall be considered vendor-based fundraising and/or advertising. The provision of a "free" assembly, presentation, or event does not exempt the activity from applicable fundraising or advertising requirements. Instructional time, school access, or participation in school events shall not be

used as a condition or exchange for marketing, promotion, or sales.

3.3.4. Schools shall verify that a third-party individual, vendor, or organization associated with such activities complies with all applicable provisions of this policy, including verification that the vendor is included on the Washington County School District Foundation's approved vendor list when sales, fundraising, or revenue generating activities are included. Distribution of promotional materials must comply with the District Advertising Policy 3600.