

Fundraising Procedures

PURPOSE - The purpose of these procedures is to address all fundraising efforts on behalf of the school district by internal and external groups.

GENERAL STATEMENT -- The School Board recognizes a desire and a need by some student organizations for fundraising and also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

RESPONSIBILITY / EXPECTATIONS

- A. All fundraising activities including charitable collections (i.e., Pennies for Patients, collections for Channel One, collections for a family/student in need, etc.) must be approved in advance by the building principal. Prior approval must also be sought before seeking donations from local businesses or organizations (i.e., legion, fire departments, churches, etc.) The fundraiser request forms (included in these procedures) should be detailed as to the length and type of sales or donation sought. Participation in unapproved activities shall be considered a violation of school district procedures.
- B. The building principals will advise the Superintendent's Office of all approved fundraisers to put on the public **Fundraiser Calendar** to eliminate possible duplication of efforts during any period of time. Groups wishing to fundraise are encouraged to review this calendar before seeking approval of their event.
- C. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- D. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

RULES

- A. Fundraisers must be in accordance with their established charters and by-laws, any existing federal, state or local laws, Minnesota State High School League policies, and the procedures of Dover-Eyota Public Schools.
- B. Students may only fundraise for items or equipment that will benefit students. If a student assists in the raising of funds, that student must benefit from its use during their attendance period.
- C. Food items sold to students to be consumed during the school day (from midnight to 3:30 PM) must meet the USDA Smart Snack nutrition standards, which are attached to these procedures. Any fundraising item sold to students during the school day which does not meet the USDA Smart Snack nutrition standards is prohibited from being consumed by the student during the school day, which shall be clearly noted to students and displayed in writing at the point of sale. Any sale of any fundraising food items during school breakfast, brunch or lunch periods are prohibited from being consumed during those same time periods.
- D. No group has permanent ownership on any fundraiser.
- E. Bake sales are prohibited by both internal and external organizations unless the food is prepared in a licensed kitchen (i.e., no home baked goods).
- F. If an internal group fails to receive appropriate approval prior to a fundraising event all monies collected will be frozen until proper paperwork is completed and approved.
- G. At the end of each fundraiser held by an internal organization, a form (Attachment D) must be completed and submitted within 30 days or the fundraised monies will be frozen.
- H. If questions arise regarding the accounting of funds raised (including fundraising costs), the administration reserves the right to audit the group/organization's fundraising records.

FUNDRAISER PREPARATION / EXECUTION

- A. Each fundraising project is to be preceded by careful examination of the vendor or activity by those responsible. Issues considered will include product safety, vendor's fiscal integrity, and product quality and value.
- B. Fundraisers should be well planned. Prepare for storage of items not picked up that require refrigeration or freezing. The Food Service kitchen, coolers and freezers are not available for storage of any fundraising items.
- C. All sales projects will be explained thoroughly to all students involved in the fundraising activity.
- D. All student participation in a fundraising project will be voluntary. Students should not be pressured to participate in fundraising projects. Parents of students to be involved in the fundraiser must be given a Parent Notification of Student Participation in Fundraising Activity (see attachment) and be given an opportunity to give a cash donation or goods instead of having their student fundraise.
- E. Sales are prohibited during class times in classrooms or on buses.
- F. While door-to-door solicitation is not the preferred option, the fundraiser organizers will advise parents that if students do sell goods in this manner, it may be done only with adult supervision and in the student's immediate neighborhood and family. People going door to door will first give their prospective customer a document (see attached) telling them who they are, what group is fundraising, how the proceeds would be spent, who they could call if a problem arises. This sheet of paper would remain with the prospective customer.
- G. All money collected by internal organizations must be turned into the building or District Office on a daily basis. Staff should not keep any money in their desks or in their classrooms. All monies fundraised on behalf of the school district must be collected and turned over to the school district within 10 days **of the end** of the fundraiser.
- H. A Fundraiser Accountability Report must be submitted to the Superintendent's Office within 30 days **of the end** of the fundraiser.

USE OF FUNDRAISED MONIES

- A. Expenditures by internal or external groups for student activity and curricular programs will be under the direction of the building principals or Activities Director and will be recorded in accordance with state financial reporting requirements.
- B. Monies that are fundraised cannot be donated to another group, organization or individual. When fundraising events occur, the school district policy states that the customers are told why the money is being fundraised (i.e., trip, equipment, etc.). Therefore, that money raised cannot be used for any other purpose than the one stated on the fundraising form that is required to be approved before the event.

ADDITIONAL REQUIREMENTS

- A. If a portion of the cost for a curricular program for which funds are being raised has to be borne by the student participating in that program, established qualifying criteria would apply for hardship cases. If individual cost for a student is waived, provisions will be made to cover the amount in question.
- B. Prior approval must be sought from the building principal before seeking donations from local businesses or organizations (such as the legion, fire departments, churches, etc).
- C. If a group is adequately funded (they have sufficient money in their account for their needs) they should not seek approval for additional fundraisers.
- D. The Superintendent's Office shall report to the School Board annual the nature and scope of student fundraising activities.

Cross References: Dover-Eyota Public Schools Policy 597 – Student Activity Funds
Dover-Eyota Public Schools Policy 506 – Student Discipline
Dover-Eyota Public Schools Policy 900 – Food From Home

Dover-Eyota Public Schools
REQUEST FOR FUNDRAISING ACTIVITY

Submit with a copy of the Parent Notification Form to your building principal.

Date _____

1. Name of your organization _____

Name of your representative _____

2. School _____ Grade/Group _____ Advisor _____

3. Current amount in Activity Account \$ _____

4. Type of fundraising activity –

a) Please be as explicit as you can by indicating what services or goods are going to be sold or auctioned, how they are going to be sold or auctioned (is the public coming to you or are you going out to the public), and whether you will be seeking contributions in any form (money, coupons, free services, merchandise, etc.) from individuals or businesses in order to hold the fundraiser. If need be, continue your explanation on the reverse of this form.

b) If you will be seeking a monetary donations only, indicate which group or groups you will be contacting and how much money you will be seeking from them:

\$ _____ Dover Fire Department \$ _____ Eyota American Legion \$ _____ Eyota American Legion Auxiliary

\$ _____ Hiawatha Valley SnoSeekers \$ _____ Aid Association for Lutherans \$ _____ Eastwood Bank

\$ _____ Other: _____ \$ _____ Other: _____

5. Purpose of fundraising event (indicate specific equipment/services to be purchased or activities resulting from fundraising efforts)

6. Dates of event: _____

7. Anticipated Profit Percentage _____ % (anticipated receipts less expenses, divided by receipts)

8. Profit Goal \$ _____ (how much does group hope to make after all expenses are deducted)

9. Approval: _____
Signature of Advisor Date

Signature of Principal Date

There are 3 more forms required for a fundraiser:

PARENT NOTIFICATION OF STUDENT PARTICIPATION IN FUNDRAISING ACTIVITY FORM
CUSTOMER NOTIFICATION OF FUNDRAISING ACTIVITY FORM
FUNDRAISER ACCOUNTABILITY REPORT

Dover-Eyota Public Schools

PARENT NOTIFICATION OF STUDENT PARTICIPATION IN FUNDRAISING ACTIVITY

Date _____

Name of organization _____

School _____ Advisor _____

1. Type of fundraiser: (i.e., car wash, indicate product to be sold, etc.)

2. Date or dates of fundraising event: _____

3. Purpose of fundraising event (indicate specific equipment/services to be purchased or activities resulting from fundraising efforts)

4. Dates of event _____

5. Anticipated Profit Percentage _____% (anticipated receipts less expenses, divided by receipts)

6. Profit Goal \$ _____ (how much does group hope to make after all expenses are deducted)

NOTES:

All student participation in a fundraising project will be voluntary. Parents are advised that if students do sell goods door to door, it should be done with adult supervision and in the student's immediate neighborhood and family. Parents of students involved in the fundraiser may give a cash donation of goods instead of having their student fundraise.

Copies of the Customer Notification of Fundraising Activity Form is being provided for your student to give to each purchaser so that they know how the profits will be used and have contact information in case questions or problems arise.

CUSTOMER NOTIFICATION OF FUNDRAISING ACTIVITY

Date _____

Name of organization _____

Advisor _____ Phone Number _____

DEAR PROSPECTIVE CUSTOMER:

We are selling _____
(list type of products)

in order to raise money for _____.

We appreciate your support! If you do not wish to purchase an item, we welcome donations made out to Dover-Eyota Public Schools.

If you have any questions about this fundraiser or have problems with your order, please contact the Advisor named above.

CUSTOMER NOTIFICATION OF FUNDRAISING ACTIVITY

Date _____

Name of organization _____

Advisor _____ Phone Number _____

DEAR PROSPECTIVE CUSTOMER:

We are selling _____
(list type of products)

in order to raise money for _____.

We appreciate your support! If you do not wish to purchase an item, we welcome donations made out to Dover-Eyota Public Schools.

If you have any questions about this fundraiser or have problems with your order, please contact the Advisor named above.

Fundraiser Accountability Report

Submit within 30 days of completed fundraiser.

Submit within 30 days after end of event to the Administrative Assistant to the Superintendent

TODAY'S DATE _____

Group name _____ Advisor _____

Type of fundraiser _____

Dates of fundraiser _____ to _____

Anticipated Profit Percentage _____% listed on approved Fundraiser Form

Actual profit Percentage received _____%

Anticipated Profit Goal \$ _____ listed on approved Fundraiser Form

Actual profit \$ _____

The fundraiser produced \$ _____ less / more (circle one) than anticipated.

Smart Snacks in School

USDA's "All Foods Sold in Schools" Standards

USDA recently published practical, science-based nutrition standards for snack foods and beverages sold to children at school during the school day. The standards, required by the Healthy, Hunger-Free Kids Act of 2010, will allow schools to offer healthier snack foods to children, while limiting junk food.

The health of today's school environment continues to improve. Students across the country are now offered healthier school lunches with more fruits, vegetables and whole grains. The Smart Snacks in School standards will build on those healthy advancements and ensure that kids are only offered tasty and nutritious foods during the school day.

Smart Snacks in School also support efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students.

Nutrition Standards for Foods

● Any food sold in schools must:

- Be a "whole grain-rich" grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).*

● Foods must also meet several nutrient requirements:

Calorie limits:

- Snack items: ≤ 200 calories
- Entrée items: ≤ 350 calories

Sodium limits:

- Snack items: ≤ 230 mg**
- Entrée items: ≤ 480 mg

Fat limits:

- Total fat: ≤35% of calories
- Saturated fat: < 10% of calories
- Trans fat: zero grams

Sugar limit:

- ≤ 35% of weight from total sugars in foods

*On July 1, 2016, foods may not qualify using the 10% DV criteria. **On July 1, 2016, snack items must contain ≤ 200 mg sodium per item

Continued....

Nutrition Standards for Beverages

• All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

• Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

• Beyond this, the standards allow additional "no calorie" and "lower calorie" beverage options for high school students.

- No more than 20-ounce portions of
- Calorie-free, flavored water (with or without carbonation); and
- Other flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
- No more than 12-ounce portions of
- Beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.

Other Requirements

• Fundraisers

- The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards.
- The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
- The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. State agencies may determine the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards.

• Accompaniments

- Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.
- This helps control the amount of calories, fat, sugar and sodium added to foods by accompaniments, which can be significant.

Public Comment

Comment Online:

<http://www.regulations.gov>

Comment by Mail: William Wagoner

Section Chief, Policy and Program Development Branch

Child Nutrition Division Food and Nutrition Service

P.O. Box 66874

St. Louis, MO 63166

USDA is seeking comments on these standards. The formal 120-day comment period is open through October 28, 2013. We also want to continue to receive feedback during implementation of the standards, so that we are able to make any needed tweaks to the standards based on real-world experience. Feedback from students, parents, school food staff, school administrators, State agencies and other interested parties is critical to ensuring successful standards.

To find the standards online, simply go to **<http://www.regulations.gov>** and search by the docket number, which is FNS-2011-0019, or you may type in the name of the rule "Nutrition Standards for All Foods Sold in School".

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