

CHAPTER 7.00 - BUSINESS SERVICES

Fund-Raising Activities

7.19

1. Introduction. Fund-raising activities are activities or events that are conducted for the purpose of raising money to support (i) the District, (ii) District schools, (iii) school-based organizations such as student clubs, (iii) support organizations such as PTOs and booster clubs, or (iv) the St. Johns Education Foundation. Fund-raising activities require prior written approval of the appropriate District or school official in compliance with this rule.
2. Definitions. For purpose of this rule, the following definitions apply:
 - a. School Based Organization (“SBO”). An SBO is a student club or similar organization that is primarily student-run, with a sponsor who is a District employee. Examples include but are not limited to Art Club, Future Educators of America, Beta Club, Dance Club, Debate Club, High Q, Key Club, International Thespian Society, Literary Magazine and Mu Alpha Theta (Math).
 - b. School Support Organization (“SSO”). An SSO is a volunteer organization that provides support or services to a school, such as booster clubs and parent teacher organizations (“PTO”).
 - c. Direct Support Organization (“DSO”). A DSO is an organization existing and operating under Florida Statute 1001.453. Currently, the St. Johns Education Foundation (“Foundation”) is the District’s only DSO. This rule does not apply to Foundation fund-raising activity.
3. Schools. In conducting fund-raising activities and events, schools shall comply with the requirements of the Internal Accounts Handbook.
4. School Based Organizations. SBOs shall comply with the financial controls required of them by the District Guidelines for Camps, Facility Use, School-Based Organizations and Clubs, and Special Events. In particular, in fund-raising activities and events, SBOs shall comply with the applicable requirements of the Internal Accounts Handbook.
5. School Support Organizations. SSOs shall comply with the financial control and other applicable requirements and procedures as set forth in the District Guidelines for Camps, Facility Use, School-Based Organizations and Clubs, and Special Events.
6. Approval of SSO Fundraising Activities. All fund-raising activities and projects conducted by an SSO require principal’s written approval.
 - a. At the beginning of the school year, SSOs shall submit to the principal for review and approval a list of proposed fund-raising activities planned for the

CHAPTER 7.00 - BUSINESS SERVICES

coming year. If during the year, a school-based organization proposes fund-raising activities that were not included on its list at the beginning of the year, the SSO shall submit its plans to the principal for review and approval prior to the event.

- b. A request for approval of a fund-raising activity shall explain the purpose and scope of the proposed activity and when, how and where it will be conducted.
 - c. To be approved, the activity's purpose shall be consistent with the District's mission, its educational and extracurricular goals and objectives, and the School Board's rules and practices. The activity must be reasonable in terms of time and manner so that, in the judgment of the principal, it will not disrupt the school environment. Door-to-door solicitation by students in grades five (5) or below shall not be permitted and shall be discouraged or alternatives sought in grades six (6) through ten (10).
 - d. The principal's approval must be in writing and will include any conditions placed on the approval.
 - e. SSOs shall not conduct fund-raising activities without the prior written approval of the principal prior to the event.
7. Approval – District Based Fund-raising Activities. Plans for any fund-raising activity that would be for the benefit of the District or would be conducted District-wide shall be submitted to the Community Relations Department for prior review and written approval based on the criteria listed in paragraph 6.c.
 8. Other On-Campus Fund-Raising Activities. All fund-raising activities conducted by service organizations at schools including, but not limited to, March of Dimes, Muscular Dystrophy Association, United Way, Boy Scouts, Girl Scouts shall be approved in advance by the principal or, if the proposed activity would be District-wide, the Community Relations Department, in accordance with the procedure and requirements prescribed by paragraph 6. Such fund-raising activities must be for a bona-fide charitable or educational purpose, and shall be reasonable in terms of how and when the activity is to be conducted in order to avoid disruption of the school environment. Such a fund-raising request may be denied or modified by the principal, if in his or her judgment, the activity may disrupt the school or campus environment.
 9. Required Disclosures. All fund-raising solicitations and materials, including on-line messaging, must clearly disclose the (i) name of and contact information for the organization conducting the activity; (ii) the purpose for which funds are being solicited; and (iii) the name of the intended beneficiary (name of school or organization).

CHAPTER 7.00 - BUSINESS SERVICES

10. Unauthorized Fund-Raising Activity. Fund-raising activity on behalf of the District, any District school, or any District SSO or SBO shall be prohibited unless the activity has been authorized in accordance with the requirements of this rule.
11. For-Profit Activities. Fund-raising activities conducted by or for the benefit of for-profit interests shall not be allowed in schools, or on other District property. District media may not be used to raise funds for for-profit interests. Provided, however, that for-profit entities that have facility use agreements with the District may conduct for-profit fund-raising activities in the school space covered by their facility use agreement. However, this rule shall not prevent businesses that have a contract with the District or a school from soliciting sales or business as permitted by the contract.
12. School Productions and Regularly Scheduled Activities. Athletic events, concerts, class plays, and programs given by students and events and programs offered by a school are not considered fund-raising activities for purpose of this rule. The proceeds from such activities and events shall be retained by the school.
13. Food Items. Food items sold on campus during the school day for a fund-raising purpose shall be consistent with the District's Wellness Policy.
14. Raffles, etc. Raffles, bingo, lotteries, or games of chance, having cash prizes, shall not be permitted on school property by SBOs or SSOs. However, a fund-raising project with clearly identified tickets or entry blanks for chances to win appropriate items of value may be permitted if approved in advance by the school principal or administrator in charge of the District facility at which the event is to occur and conducted in accordance with Chapter 849, Florida Statutes. The organization conducting the fund-raising project must not:
 - a. predetermine the winner;
 - b. require an entry fee, donation, substantial consideration, payment, proof of purchase or contribution as a condition of entering the drawing or of being selected to win a prize (a suggested minimum donation is allowed);
 - c. condition the drawing on a minimum number of tickets being disbursed or sold;
 - d. arbitrarily remove, disqualify, disallow, or reject any entry or to discriminate in any manner between entrants who gave contributions and those who did not give contributions;
 - e. fail to promptly notify the person who won;
 - f. fail to award prizes offered;

CHAPTER 7.00 - BUSINESS SERVICES

- g. print, publish, or circulate literature in connection with the drawing which is false, deceptive, or misleading;
 - h. cancel the drawing;
 - i. condition the acquisition or giveaway of any prize upon the receipt of voluntary donations or contributions.
15. Off-Premises Fund-raising Events. For events on premises other than School Board property, prior approval shall be secured from the principal of the school that sponsors the organization.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: CH. 849; 1001.51; 1006.02; 1010.01, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.085; 6A-7.042

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