

EMPLOYEE FUNDRAISING

The board prefers to limit fundraising and seeks to provide all necessary furniture and supplies for technology center use. This practice safeguards standardization throughout the district's programs, allows for appropriate oversight of activity funds, and ensures the technology center meets its obligations for equity in its programs.

The board also acknowledges that fundraising is a reasonable way to pay for special projects and activities. In order to ensure that fundraising efforts do not inadvertently impede the technology center's overall financial plans or create disorder within the technology center, the board may approve fundraising throughout the year as it deems appropriate.

Any employee who wishes to conduct fundraising must obtain prior approval from the board. This approval may be sought by submitting a request for board consideration to the Campus Director. The Superintendent, and/or the Assistant Superintendent, has full discretion in determining whether to bring a fundraising request before the board.

Unless the board grants authorization, no employee may solicit donations for any purpose connected with the technology center. This prohibition includes but is not limited to raffles, any type of sale (bake sales, rummage sales, etc.), requests for donations, and/or the use of crowdfunding websites (GoFundMe.com, DonorsChoose.org, etc.).

Any employee who is granted authorization to engage in fundraising activities must adhere to all requirements established by the Superintendent. These requirements include but are not limited to identifying:

- the group or activity benefitting from the funds
- the individuals who will participate in the fundraiser, including the program involved
- the type of fundraiser, including specific products or services to be sold, auctioned, etc.
- the proposed dates for the fundraiser
- the employee who will oversee the fundraiser
- the estimated amount of revenue to be generated per unit and in total
- the procedural safeguards to be utilized to ensure the security of all funds.