

GRAND ISLAND PUBLIC SCHOOLS

9310 FUNDRAISING ACTIVITIES

The Grand Island Public Schools recognizes that fundraisers help make school activities accessible to students. The Grand Island Public Schools intends this policy to govern fundraising activities, to comply with state rules, to limit undue distractions or time commitments, and to ensure educator standards and accounting practices are maintained. The Grand Island Public Schools authorizes limited fundraising for needs beyond the regular budgeting process.

Administrative Guidelines for School Fundraising:

1. The building administrator or activities director must approve all fundraising activities.
2. All fundraising proceeds must be administered through a GIPS Activity Account, through a sanctioned support group account, or through the Grand Island Public Schools Foundation.
3. Fundraising using online sites must be approved through GIPS Foundation:
The Grand Island Public Schools Foundation accepts requests and manages funding of classroom projects designed by principals and teachers to enhance the curriculum and promote the success of their students through an online fundraising platform. Staff can access the platform on the GIPS Foundation website.
4. Fundraising activities should impact students' education such as support for participation in extracurricular and enrichment activities.
5. Fundraising activities shall not interrupt instructional time.
6. Door-to-door sales by students shall be to friends, family, and neighbors with adult guidance.
7. Grand Island Public Schools students will not participate in or be present at any fundraiser that involves the sale or promotion of alcohol or tobacco.
8. All funds raised in school-sponsored fundraising activities are public funds and are to be used for the benefit of students and school programs or activities.
9. Administration and staff responsible for the supervision of school-sponsored fundraising activities shall ensure that district policies and guidelines for handling and depositing funds are strictly followed.
10. Materials purchased with funds from school or district sponsored fundraising events become the property of Grand Island Public Schools.
11. Staff shall refrain from using their position of influence to profit commercially or benefit personally from fundraising.
12. Organizations such as booster clubs shall coordinate fundraising activities with the building administrator, activities director, and/or use the GIPS Foundation.
13. Any use of fundraising money or donated goods for capital improvement or furniture expenditures need to have the superintendent's or designee's approval prior to a decision to proceed with the project and must conform to district-wide equipment specifications or guidelines.
14. The Grand Island Public Schools Foundation office shall be contacted before any solicitation that involves a business or foundation.
15. Direct donations of materials, goods, or services from businesses or corporations in excess of \$250 per occurrence must be made directly to the Grand Island Public Schools Foundation. The Foundation will issue receipts suitable for tax purposes to businesses or corporations that make such donations.

Cross References: 4630 GRAND ISLAND PUBLIC SCHOOLS FOUNDATION
8810 STUDENT GIFTS AND SOLICITATIONS
9311 DONATIONS OF COLLECTIBLES, GIFTS, GRANTS, AND
BEQUESTS

Policy Adopted: 11.03.1997
Policy Revised: 11.14.2013
Policy Revised: 10.13.2016
Policy Revised: 06.11.2020
Policy Revised: 03.15.2021

9310.1 DonorsChoose Fundraising Guidelines

The Grand Island Public Schools and the Grand Island Public Schools Foundation will begin using DonorsChoose in January 2020. This will replace any former crowd funding platforms and is the only one the district will support.

These administrative guidelines outline the process that must be followed:

- The first step is for the teacher or other staff member to gain approval from the building principal for the project. This must be done before any project may be completed on the DonorsChoose site. Principals should use this [form](#) as they consider approval. The principal is responsible to tell the teacher or staff person if the project is approved.
- Note: The principal designated with DonorsChoose as the building lead will receive an email immediately when a project is uploaded. It is the responsibility of that person to be sure the project has been approved. If not, the staff member needs to remove the project immediately or complete the assessment and make a decision about approval immediately.
- Principals need to review project to ensure it meets guidelines and if it could be funded from building, district, or Foundation funds. If the request is for technology hardware and/or software, the request must meet district guidelines.
- After building approval, the teacher or another staff member creates a project and chooses the items included in the project. This project goes on the Donors Choose site and will go through an approval process by DonorsChoose. Projects on DonorChoose are most successful when the teacher writes a compelling description and/or advocates for the project.
- Everything received through DonorsChoose is the property of Grand Island Public schools and must be inventoried, cared for and used in the same way as other GIPS materials or equipment.

Guidelines approved: 06.11.2020

Guidelines revised: 03.15.2021