



Book	Policy Manual
Section	600 Finances
Title	Student Fundraising Fees Collection & Distribution
Code	618A
Status	Active
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Background

The Board of School Directors ("Board") of Springfield School District ("District") acknowledges its responsibility for prescribing and adopting policies and regulations concerning student activities, as prescribed in Section 511 of the Public School Code and, therefore, establishes this policy for the purpose of regulating and controlling the financial and accounting procedures for these activities.

Purpose

Since all funds collected in the name of or purporting to support Springfield Schools or school sanctioned activities are the fiduciary responsibility of the District, the District shall endeavor to create and enforce appropriate controls on these funds and fundraising activities. The goal of this policy is that all entities collecting money in the name of supporting the schools adhere to several basic principles to ensure equal accessibility to the Springfield & Morton communities in a fair way and without extra or hidden costs.

The policy is intended to:

1. Establish uniformity of practices and procedures.
2. Assure that all financial operations are properly conducted.
3. Provide a reference source on all required procedures.

The following general procedures shall be observed in the collection and distribution of fees for student activities, events, and school sanctioned merchandise.

Fundraising Activities

Fees & Fundraising Fiduciary Requirements

All fees charged and funds raised in the name of students, activities, sports, clubs, the schools, school related organizations and all other similar organizations shall be required to comply with the following minimum standards. On an annual basis, the entities will provide to the Building Principal or his designee the following information:

1. All fundraisers must provide a written summary of the scope and purpose of the organization's fundraising activities.
2. All organizations charging students a fee must provide a written summary of the scope and purpose of the organization's fees requirements.
3. The amount of funds used for the expressed organizational purpose must be disclosed in writing to all participants and filed with the Building Principal or their Designee annually. At a minimum the real dollars raised and used for the organizational purpose must be disclosed and all other uses of funds must be similarly disclosed.
4. ALL fees NOT used for the purpose described in the submitted organizational summary should be expressly disclosed before collection to all participants.
5. If any funds collected are not used for the core purpose stated in the organizational summary, there must be an opt-out provision without adverse impact to the member/user.

Responsibility

The administration shall prepare administrative regulations that shall regulate all student/staff/parent fundraising activities. All fundraising activities shall be approved in writing by the relevant administrator before the event. All fundraising activities shall be regulated in such a way to ensure they are safe, fair, and appropriate for a public institution.

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

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