

WASHINGTON COUNTY SCHOOL DISTRICT FINANCE & ACCOUNTING MANUAL

Updated January 2021

FUNDRAISERS

All fundraising activities and events must comply with WCSD Policy 3600 – Distribution and Posting of Promotional Materials.

The following rules concerning individual and group fundraising are found in Utah Administrative Code R277-407-10.

Individual fundraising refers to fundraising activities where each student raises funds which will be used to cover their own individual fees.

Schools cannot require students to participate in individual fundraising activities.

Schools may provide optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.

Group fundraising refers to fundraising activities where the money raised is used for the benefit of the group, team or organization.

Schools may allow for required group fundraisers. Students cannot be denied membership on a team or group based on their non-participation in a fundraiser, but they may be denied the opportunity to participate in specific activities funded by fundraisers they did not participate in.

Parents must be notified of any required group fundraising. The notification must include a description of the nature of the required group fundraiser and the estimated participation time required of the student or parent for the fundraiser.

If a group is going to conduct fundraisers, the fundraisers must be included in their spend plan.

Partnering with Outside Organizations

If a school wants to partner with an outside organization for a fundraiser, the school is limited to only those organizations that have either a Professional Fundraiser Permit or a Commercial Co-venturer Letter. This is a requirement for school districts under state law.

The WCSD Foundation's approved vendor list includes organizations that have already been vetted.

If a school wishes to partner with an organization that isn't already included on the Foundation's approved vendor list, the school should contact the WCSD Foundation. The Foundation can help determine whether the organization qualifies to be included on the approved vendor list, or what needs to happen if the organization doesn't already qualify. The list of approved vendors is a work in progress, and is not meant to be prohibitive. The Foundation will work with schools and organizations to help add organizations to the list as quickly and easily as possible.

Fundraisers to Support School Programs

The principal's authorization is required for any activity or event which raises funds to support the school's programs, teams, clubs, etc. That authorization should be documented using *Form 5023 – Business Documentation Form – Fundraisers for School Activities and Programs*.

The form is used to outline:

- a. Which department, club, team, etc. the fundraiser will benefit,
- b. A description of the fundraising activities or event,
- c. How money will be solicited/collected, and
- d. Which employee is responsible for the fundraiser.

Charitable Fundraisers

In order to minimize the risk of fraud, it is recommended that donations from schools or district departments be given to an organization in the business of managing and distributing charitable contributions such as Make-A-Wish Foundation, Utah Food Bank, Switchpoint Community Resource Center, Coins for Kids, etc. rather than benefiting an individual or family.

Whenever a school engages in fundraising activities where the proceeds will be donated to an individual, family, or charitable organization, the fundraiser must first have authorization from (a) the principal or an assistant principal, and (b) the assistant superintendent. That authorization should be documented using *Form 5001 – Business Documentation Form – Charitable Fundraisers and Scholarships*.

The school will use the form to outline:

- a. How money will be solicited/collected,
- b. The committee members in charge of selecting the fundraiser recipient(s), and
- c. The justification for selecting the recipients.

The committee members should not have any conflicts of interest. The documentation form will help provide evidence that this is the case.

Money raised for a charitable purpose is restricted for that purpose and should not be used to supplement other school programs.

Fundraising for Scholarships

Any scholarship which is being run through the school needs to have authorization from (a) the principal or an assistant principal, and (b) the assistant superintendent. That authorization should be documented using *Form 5001 – Business Documentation Form – Charitable Fundraisers and Scholarships*.

The school will use the form to outline:

- a. How money will be solicited/collected,
- b. The committee members who determine the students to whom scholarships are awarded, and
- c. The process for selecting the recipients.

The selection process should be fair, objective, and free of any conflict of interest. The documentation form will help provide evidence that this is the case.

The school should have the assistant superintendent's authorization before proceeding with any plans for selecting scholarship recipients.

When the scholarship money is paid out, the payment should be issued directly to the student's college/institution of higher education.

Money raised for scholarships is restricted for that purpose and should not be used to supplement other school programs.

Raffles

Utah Code 76-10-1101 defines gambling as:

Risking anything of value for a return or risking anything of value upon the outcome of a contest, game, gaming scheme, or gaming device when the return or outcome:

- (i) is based upon an element of chance; and
- (ii) is in accord with an agreement or understanding that someone will receive something of value in the event of a certain outcome.

It also defines a lottery as:

Any scheme for the disposal or distribution of property by chance among persons who have paid or promised to pay any valuable consideration for the chance of obtaining property, or portion of it, or for any share or any interest in property, upon any agreement, understanding, or expectation that it is to be distributed or disposed of by lot or chance, whether called a lottery, raffle, or gift enterprise, or by whatever name it is known.

The word "raffle" implies a type of lottery, which is illegal under Utah Law. Schools are never permitted to use raffles, and should never use that word in conjunction with school activities and fundraisers.

Schools are permitted to have "drawings" in conjunction with school activities and fundraisers.

In a raffle, the main reason people pay money is for the chance to win a prize.

In a drawing, people are willing to pay because they receive something in return. The chance to win a prize is incidental. Whether or not they win the drawing, the person receives something of fair value in return for what they paid.

Schools need to stay as far away from the gray area as possible. If you have a lot of items donated for a fundraising event, consider doing a silent auction. If you decide to do a drawing, make sure each person receives something commensurate with what they pay.

If there are any questions about whether a drawing your school is planning might be too similar to a raffle, contact the Business Department for further guidance.

Example 1. Each person pays \$20, and in return their name is entered into a drawing. The winner of the drawing receives a \$200 gift certificate.

This would not be an allowable activity. It would be considered a *raffle* because the only thing people receive in return for their payment is the chance to win the gift certificate.

Example 2. Each person pays \$20, and in return they receive a king-size candy bar, and their name is entered into a drawing. The winner of the drawing receives a \$200 gift certificate.

This would not be an allowable activity. It would be considered a *raffle* because the value of the candy bar is far less than \$20, so it is apparent that the primary reason for the payment is the chance to win the gift certificate. Absent that chance to win the \$200 gift certificate, people would not be willing to pay \$20 for a king-size candy bar.

Example 3. Each person pays \$20, and in return they receive a Pine View Football shirt, and their name is entered into a drawing. The winner of the drawing receives a \$200 gift certificate.

This would be an allowable activity. It would be considered a *drawing* because each person receives a shirt for their payment, and \$20 is generally considered a fair price for a shirt. The chance to win the prize is incidental to the payment, not the primary reason for the payment.