

ASPEN ACADEMY

Adopted:

Revised: November 19, 2013

511 SCHOOL FUNDRAISING

I. PURPOSE

The purpose of this policy is to address school fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The board recognizes a need for Aspen Academy to participate in fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, parents, students, and the general public.

III. GUIDELINES

- A. It shall be the responsibility of the Director to develop recommendations to the Board that will result in a level of fundraising activity deemed acceptable by employees, parents and students. All fundraising must be approved in advance by the Board.
- B. In choosing fundraisers, Aspen Academy may consider the following factors:
 - Student Safety-it will be the goal to minimize situations where students are having to solicit others for funding
 - Investment- it will be the goal to minimize situations where Aspen Academy has to invest money up front to earn money from the fundraiser
 - Benefit- it will be our goal to find fundraisers that provide the most benefit to Aspen for the time and energy put into it
 - Promotion- it will be the goal to avoid fundraisers that are done for purposes of promoting a vendor's business
 - Variety- it will be the goal to have a variety of fundraisers rather than several of a similar nature
 - Timeliness- it will be the goal to space fundraisers appropriately
 - Philosophy- it will be the goal to find fundraisers that are consistent with our mission and vision
 - Legalities- Aspen Academy will ensure that all legal and regulatory guidelines are followed when conducting fundraisers
- C. Student participation in fundraisers must always be considered voluntary.
- D. It shall be the responsibility of the Director to provide coordination of student fundraising throughout the school as deemed appropriate, or to delegate such efforts as deemed appropriate.

- E. The use of Aspen Academy's name for purposes of fundraising must be approved by the Director.

IV. FUNDRAISING RESPONSIBILITIES

- A. Fundraising must be conducted in a manner that will not result in embarrassment or danger on the part of individual students, employees, or the school and per the guidelines listed in section III.
- B. Participation in non-approved fundraising activities shall be considered a violation of school policy.
- C. The school expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- D. The school expects all employees/volunteers who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

V. REPORTING

The Director shall report to the school board at least annually on the nature and scope of school fundraising activities approved pursuant to this policy.

