

# SMYRNA SCHOOL DISTRICT

## *PROCEDURE*

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<b>Section:</b>	<b>2000 Administration</b>	<b>Office Responsible:</b>	<b>Human Resources</b>
<b>Procedure:</b>	<b>2002 Fundraising</b>		
<b>Related Policies:</b>	N/A		

### **I. Purpose**

To set forth guidance and a process to raise funds outside of the school district budget.

### **II. Authority**

None.

### **III. Definitions**

**A. Student Activity Funds:** raised by or for the school, not through taxation.

**B. Fundraising Organization:** A group of two or more adults engaged in fundraising for the schools, registered and sanctioned by the school principal or designee.

### **IV. Procedure**

- a. All student fundraising activities are to have a pre-stated, written purpose (or purposes). The fundraising person and/or organization must commit, in writing, to abide by this procedure and any school rules via the form completed to register the fundraiser with school officials. The fundraising person and/or organization must also commit, in writing, to spend the funds raised via the activity in a manner consistent with the pre-stated, written purpose(s) unless waived by the principal or designee.
- b. It shall be the procedure of the Smyrna School District only to participate in student fundraising activities which are raised for, by, or in the name of the school, class, officially sanctioned student organization or activity, or principal-approved charity.
- c. The resources obtained from student fundraising activity, however:
  - i. Are to be spent in a manner consistent with the pre-stated purpose of the fundraising activity;
  - ii. Are to be accounted for by the person and/or organization responsible for the fundraising activities; and
  - iii. Not to be used as a means of undermining decisions made through the normal budgeting process.
- d. Student fundraising activities should be conducted in such a manner as to limit:
  - i. The amount of time and energy spent by students, parents, and staff on such activities;
  - ii. Be age-appropriate and not place the safety of students at undue risk; and
  - iii. Provide consistency and equity in methods of rewards for students among all

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- schools of similar grade levels fundraising.
- e. Previous District-supported fundraising activities (must be approved each time)
    - i. **Crowd-sourcing**
      - i. Snap Raise is the sole provider of crowd sourcing for the Smyrna School District.
      - ii. The contact information for Snap Raise:  
Kelsey Masters, (856) 357-5283, [kelsey.masters@snapraise.com](mailto:kelsey.masters@snapraise.com).  
*Should this contact change, the procedure will be adjusted.*
    - Donors Choose:**
      - i. Seek pre-approval from your school leadership prior to creating a wish list. Many considerations are factors in whether the project complies with the district's vision and mission.
    - ii. **Gear Sales:**
      - i. FanCloth, BSN, and other local companies
    - iii. **Item sales:**
      - i. Calendars, candies, popcorn, catalogs
    - iv. **Dine to donate:**
      - i. Moe's, Chipotle, Pat's, Capriotti's, Guzzy Q, Chuck E. Cheese, Main Street Market, Texas Roadhouse, Hardees, Brickworks, Kona Ice
    - v. **FFA:**
      - i. Fruit and nuts, Plants, Beef
    - vi. **Events:**
      - i. Dodgeball tournament, Dance, Color Run, Fall Carnival
    - vii. **Jeans Days:**
      - i. As of the 2024-25 school year, jeans days will no longer be a scheduled fundraiser for the district. Faculty and staff will be able to wear jeans within a business casual environment. Some schools may continue the practice of payment for specific reasons.
    - viii. **Raffles:**
      - i. Tickets must be under \$20 and only sold to those over the age of 18.
  - f. Procedure for Fundraising Activities
    - i. Activities must have a pre-stated, written purpose.
    - ii. Fundraiser organizers must commit in writing to follow procedures and school rules.
    - iii. Fundraisers must be spent according to the stated purpose unless waived by the principal or designee.
    - iv. The request must be approved by school leadership before starting.
    - v. The principal may limit the number of fundraisers by any class, organization, or booster club.
    - vi. Students are not penalized for not participating in fundraising.
    - vii. Fundraising shall not interfere with academic time or be graded.
    - viii. Legal requirement(s) for raffles must be followed.
    - ix. Local businesses should be considered for purchasing materials.
    - x. The Superintendent or Designee can suspend or revoke fundraising privileges,

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- if necessary, with an option for a hearing before the Board of Education.
- g. Distribution and advertisement
    - i. Fundraisers must be submitted to the Central Office at least seven days before the campaign ends for district-wide email distribution via the form linked [here](#).
    - ii. Requests to distribute items to students should only be for curricular, non-profit athletic, or civic-oriented youth development organizations and require Central Office approval.
    - iii. Advertisements targeting staff need Central Office approval. If approved, the advertisement will be placed in the teachers' lounge.
    - iv. Political advertising or sponsorships must include the disclaimer: "The Smyrna School District accepts this paid advertisement without endorsement."

Approved by:



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Susan P. Brown, Ed. D., CSBA  
Superintendent of Schools