

Fundraising and Employee Relationships and Disclosure Policy

A. PURPOSE

The purpose of this policy is to establish Promontory School of Expeditionary Learning policy governing the initiation, authorization, and review of all fundraising activities of the school. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

Promontory School encourages community and business partnerships that enhance and supplement the public education system. The school also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit.

Promontory School encourages school staff, board members, and parent volunteers to organize and execute efforts to enhance and supplement the public education system through fundraising efforts. The school also desires to protect students from fundraising efforts that burden the students with fundraising for public education. The school does not encourage or support fundraising events that rely on student solicitation to raise funds. However, the school does recognize the value of students raising funds when connected to expeditions, fieldwork, and/or intensives and supports such fundraising activities as they comply with the outlined policy.

Promontory School believes in acting with humanity and contributing to the community. Fundraisers for charity may also be considered and will comply with the procedures of the outlined policy.

B. SCOPE

This policy applies to all school administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events.

It is expected that in all dealings, school employees will act ethically and consistent with the school's ethics training, the Utah Educators Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

C. GENERAL POLICY STATEMENTS FOR SCHOOL-SPONSORED ACTIVITIES

1. "Public funds" are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Promontory school or other public bodies (Utah Code 51-7-3[26]).
2. Fundraising is permitted within the school to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs.
3. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by the school and support the school or

authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:

- a. Is managed or supervised by a school employee.
 - b. Uses the school's facilities, equipment, or other school resources.
 - c. Is supported or subsidized, more than inconsequently, by public funds, including the public school's activity funds or minimum school program dollars.
 - d. Does not include non-curricular clubs specifically authorized and meeting all criteria of Utah Code 53A-11-1205 through 1208.
4. The school is committed to principles of gender equity and compliance with Title IX guidance. The school commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The school reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
 5. All fees for school-sponsored activities must be properly noticed and approved by the director and board and are subject to fee waiver provisions in R277-407.
 6. The director, consistent with school policy, has the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.
 7. Annually, the school will review all planned camps, clinics, activities, and fundraisers and determine those designated as school-sponsored.
 8. All monies raised through fundraisers for school-sponsored activities are considered public funds. The school is ultimately responsible for the expenditure and allocation of all monies collected and expended through student, school organized fundraising.
 9. The collection of money associated with fundraisers for school-sponsored activities will comply with the school cash receipting policies.
 10. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with the school cash disbursement policies.
 11. Properly approved school-sponsored activities may:
 - a. Use the school's name, facilities, and equipment.
 - b. Utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - c. Be insured under the school's risk management policy (pending approval by the school risk manager) or general liability insurance policy.
 - d. Provide additional compensation or stipends for school employees with the approval of the director, or immediate supervisor, and under school payroll policies.
 12. School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules. Schools may be responsible for providing student transportation for these activities.
 13. Authorization and supervision of fundraising for school-sponsored activities:
 - a. **Fundraising shall be approved in writing, prior to the activity, by the director and board and supervised by school employee(s) designated by the director. The**

approvers shall ensure that the activity is appropriately classified as a school-sponsored activity.

- i. All revenue producing activities, including fundraising projects, must support the school vision and educational philosophy.**
- ii. Proposals for fundraising projects should answer the following questions:**
 - 1. For what purpose do we need additional funds?**
 - 2. How much revenue do we intend to generate?**
 - 3. How does this fundraiser align with Promontory School’s mission statement, values, policies, philosophies and educational beliefs?**
- b. Donations from individuals or organizations will follow the school’s gift and donation policy.
- c. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the director before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited.
- d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the director and the board. (See capital fundraising section below.)

D. GENERAL FUNDRAISING STANDARDS FOR SCHOOL SPONSORED ACTIVITIES

1. The school reserves the right to prohibit, restrict or limit any fundraising activities.
2. Faculty and student participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment. Students, including fee-waiver-eligible students, may be required to participate fully in school, team, or group-wide fundraisers in order to benefit from fundraisers.
3. Participation in fundraising shall not affect a student’s grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student’s fundraising effort affect his/her participation time or standing on any team, club or group, except as to fee waiver requirements.
4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other school employee or volunteer.
5. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met.
6. Door-to-door sales are prohibited.
7. Approval may be denied for fundraising activities that would expose the school to risk of financial loss or liability if the activity is not successful.

8. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
9. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the business manager to be included with the deposit detail.
10. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
11. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

F. EMPLOYEE RELATIONSHIPS & DISCLOSURE

1. Participation in Private or Non-School-Sponsored Events
 - a. School employees:
 - (1) May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
 - (2) Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
 - (3) May not contact students in the school using education records or information obtained through public employment unless the records or information are available to the general public.
 - (4) May not use school time to discuss, promote, or prepare for a private or non-school-sponsored activity.
 - (5) May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
 - (6) May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
 - (7) May not require private or non-school-sponsored activities for credit or participation in school programs.
 - (8) Must satisfy all requirements of Utah Code 53A-1-402.5, regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator's regular employment.
2. School employees may purchase advertising space to promote private or non-school sponsored events in the same manner as the general public. The school employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See R277-107-5 through 6.)
3. School employees may engage in outside employment with a private entity or other separate organizations that does not interfere with school duties or job functions. Employees must complete the school disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.

4. Parental notification is required if school students are recruited to participate in these activities.
5. School employees may not set up bank accounts for activities or fundraisers associated with school responsibilities or job functions.
6. School employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
7. School employees may not direct operating expenditures to outside funding sources or groups to avoid school procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
8. School employees must comply with school procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

G. Capital Fundraising/Large Fundraising Projects

1. **All** fundraising projects for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the director and the board. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business manager for evaluation and recommendation to the director and board:
 - a. Prospective construction, maintenance or renovation plans and estimated costs
 - b. Proposed naming opportunities
 - c. Proposed fundraising timeline
 - d. Loans or financing agreements
 - e. Maintenance or upkeep requirements and costs
 - f. Assurances of compliance with Title IX (e.g., available for use by both male and female students and/or for several purposes or activities)
2. The director will make a recommendation to the board. The board reserves the right to tentatively approve plans, pending fundraising, donations, equity, or other conditions.