



## Guidelines for Fundraising, Advertising, or Distribution

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### Sehome High School Culminating Project

#### **Guidelines for Raising Funds, Advertising, or Distributing any Materials as part of Culminating Projects**

When deciding what activities will be part of your project, you should keep these considerations in mind. The materials used must be your own. ASB materials on high school campuses have been purchased for ASB activities only. You may not use ASB or school paper, paint, and other materials to advertise or carry out Culminating Projects.

**If you plan to raise funds, advertise or distribute any material at school or in the community**, it is very important that you abide by district policies and guidelines. All of these documents are available online at <http://www.bham.wednet.edu/>. Go to Board Policies under Our District.

#### **FUNDRAISING**

“All parties involved in fundraising shall be sensitive to the demands placed on the community through a multitude of fundraising efforts. Fundraising activities shall be coordinating through building principals to alleviate over burdening the community and its agencies.”

#3530 Procedure

- Fundraising on school property during school hours must be approved by your principal **before** you start the activity.
- If your fundraising involves food, you must comply with Policy #3440 regarding time restraints which states, “Food items may not be sold as a fund raising activity at a time that is in competition with District Food Service mealtimes and may be regulated based on nutrition standards if sold during the school day or thirty (30) minutes before or after school.”
- If you plan an event after school hours, you must rent the facility as a private party and fill out necessary forms with the district office. The procedures for Policy #4330 outline the approval process and advance payment through the District Business Office. You need to understand

that no equipment can be moved without permission of the custodians and that you are responsible for any damage. The district may also require you to pay for cost of a the custodian or a food service employee.

- Money cannot be handled or receipted through the ASB bookkeeper or through school funds. If you are planning an event to benefit a charitable organization, someone from that organization should be present to collect the money.

“All fundraising which might be an activity associated with the project piece of the Culminating Project will be the sole responsibility of the student. Further, while fundraising must be approved as a part of the conceptual approval process of the Culminating Project, the recordkeeping, collection and disbursement of any money associated with fundraising is the responsibility of the student. Specifically, no district receipts can be used and district purchasing is not to be involved. No funds shall be deposited into the ASB or General Fund of the district as a part of the fundraising process. (As private citizens, students are free to disperse the proceeds of any fundraising as they deem appropriate, i.e. charities, donation to school, etc.)”

Ron Cowan, Assistant Superintendent, Business and Operations

### **ADVERTISING AND DISTRIBUTING MATERIAL**

**Before advertising, producing or distributing any digital or print materials**, students should consult School Board Policies #4320 Distribution of Written Materials for Students and Posting of Written Materials in Schools and #3220 Student Publication, Performances and Media Materials. All guidelines in those policies must be followed.

**Important:** Any digital or print product created for public distribution should contain the following information.

**This product is part of (STUDENT NAME)'s Culminating Project, a graduation requirement of the State of Washington.**

**Please contact me at (STUDENT'S EMAIL or PHONE NUMBER) with comments or questions.**