



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Fundraising Policy

Category: Financial	Policy Description: The purpose of this policy is to address fundraising efforts at Ka 'Umeke Kā'eo
Approved Date: 08/21/2013	Replaces Policy Dated: 04/02/2007
Effective Date: 08/21/2013	Created By: Olani Lilly

PURPOSE:

The purpose of this policy is to address fundraising efforts at Ka 'Umeke Kā'eo.

DEFINITIONS:

Fundraising is the selling of a product, providing a service or activity, or requesting donations. School fundraising directly supports school programs and students.

Student organizations are groups that are sponsored by the school and approved by Po'okumu. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the development of skills and other designated purposes. Student organizations are directed or supervised by Ka 'Umeke Kā'eo staff or volunteers.

A charitable giving campaign solicits funds for a charitable cause not necessarily directly related to any school goal.

POLICY:

I. GENERAL STATEMENT OF POLICY

- A. The Ka 'Umeke Kā'eo Board recognizes a desire and a need for fundraising.
- B. The school board also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and demanding on employees, students and the general public.
- C. The school board has the responsibility to monitor, supervise and control all fundraising activities associated with official school programs and activities.



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- D. All fundraising activities must have prior approval by the appropriate the Po'okumu and or designee.
- E. Employees who supervise official school programs or extracurricular activities are directed not to organize, conduct or involve students in fund-raising activities unless the fund-raising activity has been approved by the Po'okumu and/or designee.

II. TYPES OF FUNDRAISING

- A. For the purposes of this policy, fundraising activities are grouped under the following categories:
 - 1. Student Organization Solicitation include:
 - Student activities including athletics, speech, drama and music contests.
 - Student activities which include the sale of admission tickets to the general public and/or which are integrated into the curriculum (e.g., performances, theater productions).
 - Intramural athletics, banquets, individual class clubs, language (Spanish club), music clubs, National Honor Society, student concessions, student council and yearbook.
 - 2. All School Fundraisers – These are activities where all students, families and staff have the opportunity to participate and contribute to the activity. These are typically done for very specific school related items. They may also be an ongoing and rotating fundraiser for the whole school.
 - 3. Charitable Giving Campaigns
 - Campaign is being conducted for the purpose of providing money for a charitable cause not necessarily directly related to any district goal. Students sell a product, their own effort (e.g. walk-a-thon), a service (e.g. car wash), or contribute money.
 - Outside Organization Fundraisers
 - a. Outside organizations are non school-funded groups such as sports' booster groups and commercial enterprises that provide supplementary services to existing school entities.

III. GUIDELINES FOR APPROVAL OF FUNDRAISING ACTIVITIES

- A. The Po'okumu will consider fundraising proposals and approve or



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disapprove fundraising activities in collaboration with administration. All requests by any group within the school to raise funds for items or services to be purchased with those funds should be approved by the Po'okumu.

- B. Preference may be given to expenditures that directly enhance the learning experience of Ka'Umeke students.
- C. Exceptions to this may be funds raised for a specific item or service. Records must be kept on the amounts raised for designated projects (revenues and expenditures).
- D. The Governing Board will remain informed of approved fundraisers through the Financial Report. Po'okumu approval of fundraising activities must be based on the following guidelines.

IV. IMPLEMENTATION GUIDELINES

- A. Student safety must be promoted.
- B. Participation in fundraising activities is voluntary. No student will be excluded from an event or program due to non-participation by the student or their parents in fundraising activities. *Note: Fundraising efforts may be used to lower the cost of activities for students. Choosing not to participate may increase the cost for the student.* No student shall be forced, coerced or otherwise unduly pressured to participate in fundraising activities. Likewise, no reprimand, condemnation, nor criticism, shall be made of any student who does not participate or succeed in fundraising.
- C. Parents/guardians must be notified prior to student participation in fundraising activities outside of the school setting.
- D. Group (i.e. class, team, or grade) incentives are the preferred means to motivate and reward students when fundraising.
- E. Elementary door-to-door sales.
 - 1. Require parent notification and permission.
 - 2. Require safety training to be provided prior to fundraising.
- F. Door-to-door fundraising activities will be of a limited nature.
- G. Fund raising activities during the school day will be limited and must not conflict with state laws and regulations relating to food service programs.
- H. School funds cannot be used to offset, fund in advance or pre-pay expenses for charitable fundraisers.
- I. All fundraised monies will follow and comply with accepted accounting procedures. Reporting requirement - The person responsible for the fundraising should work with the Business Office to detail and report on expenses, gross revenue, and net revenue; number of students or families



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involved; date started and completed; and recommendation for repeating or not repeating in the future. For on-going fundraising activities quarterly and annual reports may be requested.

- J. All fundraising activities must comply with state law.
- K. Ka 'Umeke Kā'eo expects all students, parents, staff and volunteers 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.
- L. Funds raised should complement - not replace - State and Federal funding.
- M. Fundraising goals must be developed in advance of the fundraising activity, including specifying the beneficiary of the funds and their specific purpose) and be approved by the Po'okumu.

V. USE OF ALL SCHOOL FUNDS

- A. Event-type fundraisers for the whole school must have a specific purpose designated for the fundraised funds.
- B. Ongoing-type all school fundraisers (i.e. donations from individuals or organizations that have not designated a specific purpose) will be conducted in partnership with Kama'aha Education Initiative and funds placed into the Ka 'Umeke fundraising account.
 - 1. The proposed use of the ongoing all school fundraised funds will be designated by the Governing Board at the beginning of the school year.
 - 2. Governing Board may choose to hold a portion of the funds to be allocated in December for the remainder of the school year.
- C. Guidelines for use of funds raised by individual students
 - 1. All fundraising throughout the student's enrollment at Ka 'Umeke Kā'eo is to benefit a specified group or Activity (Class of 20XX, Spanish Trip, etc.).
 - 2. Fundraised earnings may be earmarked for the specific student who put forth the effort. *However*, if that student is *not* going to use these funds for the intended purpose (see #3 below), *those funds revert to the specified group's control for redistribution*. The funds are *NEVER* the individual student's personal funds.
 - *A Parent or Student may NOT request to "gift" either unused or excess earnings to another specific student or parent*



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chaperone (within the same Class OR in a different Class).

- *Unused or excess FUNDRAISED funds will not be refunded to the student.*

3. Acceptable use of Fundraised Funds is limited to the following:

- Payment for the student's portion of the specified activity (Senior Retreat or School-sponsored trip) OR Payment for the student's Graduation Night Party Fee

D. Fundraised funds can ONLY be used to benefit:

- An enrolled student or board-sponsored organization at Ka 'Umeke Kā'eo
- A Staff/ Advisor chaperone assigned by Po'okumu to accompany the group

E. Unused funds that were designated for trip or activity, which is repeated annually, or within two-years may be shifted into the group account for the next trip of activity. For example, unspent funds from one senior class on their class trip/senior graduation party may be shifted to the class for the following year once the account has been reconciled.

APPLICABLE PROCEDURES:

OTHER RELATED INFORMATION:

Fund Raiser Event Proposal Form