

**OPERATIONAL SERVICES**

**School Related Fundraising and Individual or Outside Organizational Fundraising**

Any school related or outside organization or individual raising funds on school property or on behalf of a school, student activity or organization or individual, must conform to the rules and regulations of the Board/District.

The rules and regulations as outlined below apply to all types of fundraising including online fundraising:

- A written plan for any fundraising activity must be presented to the Superintendent or Superintendent's designee. The activity will be permitted following approval of the plan by the Superintendent or Superintendent's designee.
- Fundraising must take place at such times and place as to not unreasonably interfere with the operation of the school.
- The Helena School District tax identification number may not be used without the express permission of the District Business Office.
- All equipment and materials purchased by community groups and donated to school programs become the property of the Helena School District.
- The Business Office is responsible for financial administration or review of any funds gifted to a school, program or activity.
- Such gifts may be subject to state and federal law.

Any organization or individual using the Helena School District name, property or students to raise funds for non-district related causes must have approval from the Superintendent or Superintendent's designee. The Board / District assumes no responsibility for the finances of outside organizations.

Legal References:

Cross References:

**Policy History:**

Adopted on: 2.10.2004  
Revised on: 4.8.2014, 1.24.2017  
Reviewed on: