



## Fundraising Policy

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### I. Board Policy

In accordance with state administrative rule the Summit Academy Board of Trustees establishes fundraising procedures for operation at its schools. The Board delegates to the Administration responsibility for implementing the policy according to the established guidelines.

### II. Guidelines

#### A. School-Sponsored Activities Fundraising

1. Fundraising is permitted to raise additional funds to supplement school-sponsored academic and co-curricular programs.
2. The board reserves the right to prohibit, restrict or limit and fundraising activities associated with Summit Academy. Approval may be denied for fundraising activities that would expose Summit to risk of financial loss or liability if the activity is not successful.
3. All fees for school-sponsored activities must be properly noticed and approved by the board and are subject to fee waiver provisions in **Utah Admin Code R277-407**. Principals, consistent with policy, have the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.
4. All monies raised through fundraisers are considered public funds.
5. The collection of money associated with fundraisers shall comply with Summit Academy cash receipting policies.
6. 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 Summit Academy risk management policy (pending approval by Summit risk manager) or general liability insurance policy.
7. Faculty and student participation in fundraisers is voluntary. However, employees may be directed to supervise specific activities as an employment assignment.
8. 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.
9. Prizes or rewards offered as enticement for fundraising participation 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 Summit employee or volunteer.
10. No sales quota (or the like) shall be imposed as part of a fundraiser, and students or parents shall not be required to pay for any unsold items, or pay for goals not met.
11. Records of all fundraising efforts shall be open to the parents, student and donors, including accurate reporting on participation levels and financial