

Section 3000 – Fiscal Management

3800 Fund Raising and Student Activity Fund

3800

Soliciting Funds From and By Students

The Board recognizes the existence of many worthwhile community and student activities that require the raising of funds either by the sale of merchandise, tickets, or perhaps direct request for money. Because of the need to safeguard students in the educational program, the Board limits participation of students to those activities that have the Superintendent's approval.

It is the responsibility of the Board to provide the necessary basic texts, materials, supplies, equipment, uniforms, buildings and outdoor facilities to conduct the approved educational and co curricular programs of the District. Community and school fund raising organizations may contribute to the enrichment of these basic programs through the contribution of funds and/or items considered to be non-necessities as long as those contributions have been determined consistent with the above and approved by the Superintendent through the appropriate building or program administrator.

This policy is not to affect those regular school programs such as dramatics or musical concerts, etc., as those students will be selling tickets for an activity in which they are taking part. Elementary students will not be asked to sell tickets for middle school and senior high school activities.

If a fund raising project is conducted to sponsor a specific purchase, activity or trip, the purchase or trip must be approved prior to initiation of the fund raising effort. This shall apply to school related groups as well as to school organizations.

Every attempt shall be made to coordinate fund raising activities among buildings and various organizations in order that excessive demands are not made upon members of the community. Such coordination is especially important at Christmas or other holiday times when innumerable items are available for sale by the students.

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Student Groups

The Principal must approve all fund raising events in advance. Requests must be on an approved application form and submitted to the Principal at least one month prior to the proposed activity. Requests from high school student groups must first be submitted to the high school student council for its recommendation.

Only school-sponsored groups may sell or solicit in a school building and then only with the school housing the group, during non-instructional time.

There shall be no selling or soliciting outside the District except as part of a booth at a fair, shopping center, or other locations where potential “customers” are coming to them. Advertisements and sales may be solicited from establishments outside the District only if there is an apparent community of interest.

School sponsored organizations may not have more than one money-raising event a year that would involve going into the community. Cards, letters, or other identifying literature shall be provided all students authorized for sales in the general community. Written parent(s)/guardian(s) permission must be signed and returned to the school before elementary students can sell door-to-door.

Specifics

- Fund raising projects carried on for special trips or special projects should not be started until approval of the trip or project is granted. Trips covered by this policy shall include out-of-state and overnight trips, as well as trips to foreign countries.
 - Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with the businesses shall require approval of the building Principal before any oral commitment, written agreement, or contract is made or any advance publicity or group promotional activity is undertaken.
 - Once approved however, before sales begin or solicitations are made, contract agreements must be signed by the building Principal.
 - Fund raising projects shall be compatible with the school’s purpose, goals, and general community expectations, but shall not conflict with local business enterprises unduly.
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Adult Groups

School related organizations that are primarily adult and the funds used primarily for the improvement of the educational program must submit a written request through the Principal to the Superintendent. This request should be submitted one month in advance and identify the nature of the activity and the date of the activities. Fund raising activities should not commence until approval has been granted. The purpose is not to unduly limit the activities of these groups, but rather to:

- Be assured that students are not being “used” or their educational program interrupted.
- To assist with coordination of activities so that similar activities are not in conflict with each other.
- To be assured of the appropriateness of the activity and that all fund raising activities comply with local and/or state regulations.

Since some courts have ruled that the Board is liable for fund raising activities of such groups, funds raised are to benefit the school or its organizations.

Approved: January 20, 2005

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3610 Purchasing Goods and Services

3610

The Superintendent, and or his/her designee, shall be the sole purchasing agent for the District.

The purchase of goods and services required for the operation of the Lansing School District shall be conducted in accordance with all applicable laws. The purchasing process shall be open and competitive. Purchasing award decisions may include price; product quality; service; delivery; maintenance of product; adherence to specifications; past performance to the District; supplier reliability; warranties; supplier environmental responsibility; supplier school-to-work programs (including apprentices and cooperative training programs), supplier community responsibility; responsible contracting compliance, increasing the diversity of the supplier pool (as permitted by law) and increasing the percentage of contracts with local companies.

The Lansing School District places a high value on the richness of our diverse schools and community. The District will play a leadership role in promoting inclusiveness and the elimination of discrimination. All suppliers doing business with the school district must comply with state and federal laws on equal employment opportunity. In addition, companies responding to requests for formal bids for goods or services shall be required upon request to submit to the school district verification of compliance with laws. Suppliers shall state they do not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, or disability. Failure to present such and/or to not comply with state and federal laws on equal employment opportunity shall result in the supplier being removed from the District's supplier list and the rejection of the supplier's bids.

Cooperative Purchasing

Governmental cooperatives, joint governmental purchasing, and private cooperative purchasing agencies may be used if it is deemed in the best interest of the District and the agency adheres to the requirements of this policy.

Purchases through the District

Board members and employees shall not make any purchase through or in the name of the District for personal use. The name of the District or school or the employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

Unauthorized Purchases

Unauthorized purchases by staff members are not the responsibility of the Lansing School District. Staff members that commit to unauthorized purchases shall be held individually responsible for payment of such obligations.

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Emergency Purchases

Emergency purchases of materials or labor for building construction, addition, renovation or repair may be made without using the quotation or bidding process if authorized by the Superintendent. Emergency purchases over the state-imposed bid limit must be authorized by the Superintendent. A report of the emergency purchase shall be presented to the next formal school board meeting for formal approval.

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3730 Vendor Relations

3730

Vendors shall make contacts through the Superintendent. Vendors shall not contact other administrators or school employees directly unless such contact is approved or authorized by the Superintendent.

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