

Policy #: <b>744</b>
Title: <b>MINNESOTA STATE ACADEMIES FUNDRAISING</b>
Date of Initial Approval: 05-08-2008
Revision/Re-authorization Dates: 03-07-2013; 05-16-2013; 01-23-2014; 11-17-2016
Reviewers: MSA Accounting Director and Board Policy Committee

**I. PURPOSE**

The purpose of this policy is to establish a procedure for guiding fundraising efforts by staff, students, parents, alumni, and friends at the Academies to avoid overlap in activities and excessive exploitation of local contributors.

**II. NEED**

Previous fundraising efforts have at times seemed sporadic and haphazard with regard to the handling of funds and scheduling. The developing of a standard procedure helps avoid such pitfalls in the future.

**III. APPROVAL**

All fundraising activities that impact MSAB/MSAD or are located on the MSAB/MSAD campuses, including those by alumni, parent, or other organizations/groups that are not employed by MSA, must be approved through the Director's office of each campus after completing and submitting an official Fundraising Request Form. (See Appendix 744-A) Fundraising request forms must be submitted at least 2 weeks in advance of the event for approval. If the fundraising activity will happen on both campuses, both directors must approve the activity.

**IV. MONETARY CONSIDERATION**

- A. Monies for all student fundraising activities must be kept in an activity account through the MSA Business Office.
- B. All adult fundraising activities by groups not employed by the Academies, i.e. MSADAA, PTSA, HABC, and MSAB Foundation, will be kept in accounts maintained outside of MSA.

**V. CRITERIA**

- A. Extra Curricular Activity (ECA) Sponsors, i.e. Junior or Senior Class, will be referred to this policy when embarking on a fundraising activity. Student groups are required to submit a request form to the Director's office for approval of an activity, following the procedure outlined above.
- B. Sales by staff or students for private profit or to support non-MSA groups will not be permitted on campus for sales to students, i.e. Avon, soccer team candy fundraising, and so forth. Staff members are allowed to sell to other staff members.
- C. Fundraising activities must follow the guidelines outlined in the MSA Wellness Policy #533. To support student's health and school nutrition-education

- efforts, fundraising activities that involve food items bought and consumed primarily by students will use only foods that meet nutrition and portion size standards for foods and beverages sold individually. Non-food fundraising activities are strongly encouraged.
- D. Sales will not be permitted for items which explicitly or implicitly advertise alcohol, tobacco products, or any other illegal substance; and/or use words or pictures which refer to sexual activity, profanity, violence, or other undesirable actions.
  - E. Fundraising activities will not be approved if they include sales of pull tabs or lottery tickets. Drawings for prizes of money or gifts are allowed if the ticket is clearly identified as a donation to MSAD or MSAB and meets legal gambling requirements. If a raffle activity is approved, the following applies:
    - 1. If the value of the prize is less than \$750.00, the group must apply for an “Exclusion to Licensing” permit which is free of charge from the Gaming Commission.
    - 2. If the value of the prize is greater than \$750.00, the group must apply for an “Exemption to Licensing” permit at a cost of \$25.00 from the Gaming Commission.
    - 3. If the activity is based on chance a permit must be obtained. If the activity is based on skill, no permit is necessary.
  - F. No sales will be allowed for religious cards or artifacts. The Attorney General has clarified the term “Christmas” as an entity in and of itself, observed as a part of American culture and, therefore, does not necessarily denote religious practice.
  - G. Profits from sales must be clearly stated to be used for student or school benefit. The nature of Boy Scouts of America and Girl Scouts of America assumes these organizations and their fundraisers are for the benefit of the students who participate, and, therefore, is exempt from restrictions provided in 5B.
  - H. Fundraising activities will be approved unless another school group has already requested permission for a similar activity to take place at a similar time or if it does not meet these guidelines.

**Appendix:**  
*Appendix 744 A – Fundraising Request Form*