
I. PURPOSE

The purpose of this policy is to establish the conditions for permitting fundraising for Athlos Academy of Utah, and delineates the appropriate use of the monies raised from the fundraising activities. The guidelines outlined in this policy are intended to provide Athlos Academy of Utah with the ability to raise funds without pressuring students, patrons, and/or community members to support or participate in fundraising activities.

II. DEFINITIONS**A. School-Sponsored Activities- Include the following:**

1. Fundraising events, clubs, camps, clinics, programs, sports, etc., or events/activities that are authorized by the school, Governing Board, or board committees, including the official parent organization or authorized curricular school clubs, activities, sports, classes or programs;
2. Any event or activity managed or supervised by school administration, staff, or volunteers;
3. Any event or activity that uses the school's facilities, equipment, or other school resources; or
4. Any event or activity that is supported by public funds, including the school's activity funds.

III. POLICY

A. The Athlos Academy of Utah Governing Board delegates to school administration the responsibility of administering this policy.

B. Conditions for garnering approval of fundraisers:

1. Approved fundraisers must be aligned to the vision and mission of the school.
2. All school fundraisers must be submitted in writing to the Lead School Administrator for review and approval.
 - a. PTO sales of spirit wear are exempt from this provision.
3. Fundraising at the school level may be adequately reviewed with the school's insurer to evaluate and manage risks associated with such activities, subject to recommendation by the Lead School Administrator.
4. Fundraisers cannot involve door-to-door sales.

5. Students must not be compelled or pressured to sell or purchase products or services through a fundraiser.
 6. Students will not be allowed to run individual fundraisers at the school.
 7. The intended use of revenues resulting from the fundraiser must be declared prior to implementing the fundraiser.
 8. Conflict of Interest forms must be completed when persons employed by or affiliated with the school are also involved in fundraising organizations or hold funds that that will benefit the school.
- C. School-allowed groups such as the Parent-Teacher Organization, student teams, clubs or other groups may apply to school administration to hold fundraisers outside the school community pursuant to the above-mentioned conditions.
- D. Revenue raised from fundraising activities shall:
1. Be compliant with established cash handling policies, and all expenses must be in accordance with established school policies and procedures;
 2. Comply with all fee approval and fee waiver provisions and school policies;
 3. Supplement school-sponsored academic and extra-curricular programs; and
 4. Be considered public funds, including all donations to the school, regardless of whether or not such donations came from fundraising activities.
- E. Fundraising activities, or activities of outside organizations of any kind that are not school sponsored activities must be conducted at arm's length so that revenues and expenditures are no commingled with the public funds of the school.

Legal References:

[Utah Admin R277-113](#) (LEA Fiscal Policies and Accountability)

[Utah Code §67-116](#) (Utah Public Officers' and Employees' Ethics Act)

Revision History:

4/17/2017