



C.S. LEWIS ACADEMY

Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

Fundraising Policy

Purpose:

To establish policy for all fundraising within the school, to include school sponsored activities, extra-curricular activities, classroom fundraising, parent organization fundraising and all other general school fundraising. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

C.S. Lewis Academy encourages community and business partnerships that enhance and supplement the public education system. C.S. Lewis Academy also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit.

Scope

This policy applies to all C.S. Lewis Academy administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for C.S. Lewis Academy -sponsored events. It is expected that in all dealings, C.S. Lewis Academy and school employees will act ethically and consistent with C.S. Lewis Academy's ethics training, the Utah Educators Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

Policy

- Fundraisers must be researched and all anticipated associated expenses identified in advance.
- How the raised funds are to be used must be identified prior to the fundraiser. Funds raised for



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a specific purpose may not be repurposed without a public meeting being held to discuss and approve.

- All fundraisers must be approved by the director
- A fundraising supervisor shall be designated for each fundraising activity who shall be responsible to ensure compliance with all approved procedures.
- No advertising or other announcements may be made to students or the public until final approval has been received.
- All fundraising will comply with the controls and procedures found in the Cash Receipts, Disbursements, Purchasing Procedures.
- The tax exempt status number shall be utilized in all purchases.
- Issuance of charitable donation receipts shall be made only by the designated fundraising supervisor.

School Sponsored Activities

- No fee may be charged in kindergarten through sixth grades for any class or regular school day activity, including assemblies and field trips.
- Fees may be charged, subject to the provisions of Section R277-407-6 regarding fee waivers, in connection with any school-sponsored activity which does not take place during the regular school day, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day.
- Use C.S. Lewis Academy name, facilities, and equipment.
- Utilize C.S. Lewis Academy employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.



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- Be insured under C.S. Lewis Academy risk management policy (pending approval by the CSLA risk manager) or general liability insurance policy.
- Provide additional compensation or stipends for C.S. Lewis Academy employees with the approval of Administration and under CSLA payroll policies.

Employee Relationship & Disclosure

Participation in Private or Non-CSLA-Sponsored Events

CSLA employees:

- May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
- Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
- May not contact students in CSLA using education records or information obtained through public employment unless the records or information are available to the general public.
- May not use school time to discuss, promote, or prepare for a private or non-school-sponsored activity.
- May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
- May use school or student publications available to the general public to advertise and promote the private or non-CSLA-sponsored activity.
- May not require private or non-CSLA-sponsored activities for credit or participation in school programs.
- Must satisfy all requirements of Utah Code 53A-1-402.5, regarding ethical conduct standards, and R277- 107, regarding educational services outside of the educator's regular employment.



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- CSLA employees may purchase advertising space to promote private or non-school sponsored events in the same manner as the general public. CSLA employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See R277-107-5 through 6.)
- CSLA employees may engage in outside employment with a private entity or other separate organizations that do not interfere with CSLA duties or job functions. Employees must complete the CSLA disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.
- Parental notification is required if CSLA students are recruited to participate in these activities.
- CSLA employees may not set up bank accounts for activities or fundraisers associated with CSLA responsibilities or job functions.
- CSLA employees may not direct fees or fundraiser proceeds from CSLA-sponsored activities to outside entities.
- CSLA employees may not direct operating expenditures to outside funding sources or groups to avoid CSLA procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
- CSLA employees must comply with CSLA procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.