

World Compass Academy Fundraising Policy

Purpose

The purpose of this policy is to establish clear guidelines for the initiation, authorization, and oversight of all fundraising activities at World Compass Academy (WCA). The policy aims to safeguard public funds, ensure accountability, and maintain compliance with state and federal laws.

WCA encourages community and business partnerships that enhance and support public education. However, the academy seeks to protect students, parents, teachers, and administrators from excessive commercialization or coercive fundraising efforts that may disrupt the educational process or compromise student health and welfare.

Scope

This policy applies to all WCA administrators, educators, staff, students, volunteers, and individuals involved in initiating, authorizing, or participating in fundraising activities for school-sponsored events.

The policy does not extend to fundraisers organized by the World Compass Academy Parent Teacher Association (WCA PTO). The WCA PTO is expected to collaborate with the WCA Board and Fundraising Lead to ensure mutual benefits regarding the timing, scope, and method of fundraising events.

Definitions

Capitalized terms used within this document are defined as follows:

- **Public funds:** Money, funds, or accounts owned, held, or administered by the state or its political subdivisions, including other public bodies.
- **School-sponsored:** Refers to activities, fundraising events, programs, sports, or any events authorized by WCA that support academic or co-curricular programs. These must meet at least one of the following criteria:
 - Supported by WCA and the WCA Governing Board.
 - Directly managed or supervised by WCA employees, Board members, or the Fundraising Lead.
 - May utilize WCA facilities, equipment, or resources.
 - Subsidized by public funds, including activity funds or minimum school program dollars.

General Policy Statement

All fundraising activities will be conducted ethically, in compliance with WCA's Handbook, Code of Conduct Policy, Colorado Educators Standards, the Public Officers' and Employees'

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Ethics Act, and applicable State procurement laws.

Fundraising is permitted to support school-sponsored academic and co-curricular programs.

WCA marketing methods, including social media, newsletters, flyers, assemblies, and the WCA website, may be used to promote approved fundraisers.

All unrestricted funds raised will be allocated in a manner that ensures equal educational opportunities for all students.

WCA reserves the right to decline donations, gifts, and proceeds in alignment with the Gift Acceptance Policy.

Any fees for school-sponsored activities must be approved by the WCA Board and will comply with fee waiver provisions.

The Principal has the authority to waive fees when appropriate, but individual teachers, coaches, or advisors do not have the authority to waive board-approved fees.

Annually, the WCA Board will review all planned activities and fundraisers to designate them as school-sponsored. The WCA Board, in collaboration with the Fundraising Lead, may approve or reject any proposed fundraising event.

All funds raised through school-sponsored fundraisers are considered public funds, with the WCA Board responsible for their expenditure and allocation.

Fundraising money will be handled in compliance with WCA's cash receipting and disbursement policies.

Fundraising Guidelines

Properly approved school-sponsored activities may:

- Use WCA's name, facilities, and resources.
- Be supervised by WCA employees or other designated individuals.
- Be insured under WCA's risk management policy.
- Provide additional compensation or stipends to WCA employees with prior approval from the Principal, in compliance with payroll policies.

Authorization and Supervision of Fundraising Activities

All fundraising activities must be pre-approved by the Fundraising Lead and the WCA Board, and supervised by WCA employees or Board members.

Donations will be accepted in line with the WCA Gift Acceptance Policy.

Any purchase of banners, advertisements, or promotional materials for school property must be approved by the Principal and adhere to community standards.

Political advertising and promotions for prohibited products (such as alcohol, tobacco, firearms, or other substances harmful to students) are strictly prohibited.

Fundraising for construction, facility improvements, or capital equipment purchases must be approved in writing by the Principal, Fundraising Lead, and WCA Board.

General Fundraising Standards for School-Sponsored Activities

WCA employees may be assigned to supervise specific activities as part of their employment duties.

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Students are not required to participate in fundraising activities as a condition of membership in any team, club, or group. Fundraising efforts will not affect a student's participation in activities or their grade, except where fee waivers or scholarships are involved.

Sales quotas or payment for unsold items are prohibited.

Door-to-door sales by students are strictly prohibited.

Fundraising revenue must be tracked at an individual or participation level, with logs submitted to the Accounting Office for inclusion with deposit details.

Employees involved in fundraising activities must disclose any financial interest or control over a fundraising organization or company.

Transparency and Accountability

All fundraising records shall be transparent and accessible to parents, students, and donors, including accurate reporting on participation and financial outcomes.

This policy ensures that students' personally identifiable information, protected under FERPA, is not disclosed.