



**Independent School District #1**  
**Aitkin Public Schools**

**(218) 927-2115**

*"A community in continuous pursuit  
of educational excellence for all"*

**Aitkin High School and District Office**

306 2<sup>nd</sup> St NW  
Aitkin, MN 56431

**Rippleside Elementary School**

225 2<sup>nd</sup> Ave SW  
Aitkin, MN 56431

DANIEL J. STIFTER, Superintendent  
HEATHER HIPPI, Business Manager  
PAUL KARELIS, High School Principal  
JASON CLINE, Dean of Students  
ALEX WHITE, Activities Director  
ANDY DOKKEN, Elementary Principal  
LARA PARKIN, Community Ed. Director

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August 24, 2020

Dear Activity Advisor:

Enclosed please find an application form and other related items regarding fundraising plans you may have for the 2020-2021 school year. As school board policy directs and as we have done in past years, fundraisers need to be approved by the school board and placed on a master calendar. Note the enclosed list of "preapproved" activities; you need not ask for board approval for those activities, they are allowed at your discretion. If your group no longer does some of the pre-approved activities on the list, please let me know so those activities can be removed from the list.

You do need to list all other proposed fundraising activities on the enclosed form and return that to me as soon as you have a complete list. Of most concern to the board are direct sales to the community; candy, magazines, gift items, etc. You may need to visit with students or parents regarding fundraisers so the required form will be collected after the school year begins; forms will be due September 30, 2020.

I'll present the requests to the school board at the meeting on October 19, 2020. Thank you.

Sincerely,

Daniel J. Stifter  
Superintendent of Schools

DJS/mja  
Enc.



Aitkin Public Schools

Application for Fundraising Activity (Policy #511)

Name of Group, Club or Activity \_\_\_\_\_

Adult Advisor or Contact Person \_\_\_\_\_

Telephone # of Adult Advisor or Contact Person \_\_\_\_\_

What is the activity or purchase planned as the result of raising funds (why do you need these dollars)? Be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximately how much (range) do you plan or hope to raise? \$ \_\_\_\_\_

What is the fundraising activity (dance, magazine sales, Happening Books, etc.)? Please be specific. If you have more than one fundraising activity, list them by number.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Timeline: Proposed date(s) of fundraising activity.

<u>Fund Raiser #</u>	<u>To Begin (day/month)</u>	<u>To End (day/month)</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

\_\_\_\_\_  
Signature of Person Completing this Form

\_\_\_\_\_  
Date



## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### **III. RESPONSIBILITY**

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

### **IV. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and

scope of student fundraising activities approved pursuant to this policy.

***Legal References:*** Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (Duties)  
Minn. Stat. § 123B.36 (Authorized Fees)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

## **Fundraising – Preapproved List – 2020-2021**

The list which follows is considered approved in that the activities are “nonsale” type activities: (Groups should list fundraising activities on the enclosed form for activities other than those listed below.)

### BPA

Sloppy Joe Supper

### Children’s Center

Scholastic Book Fair

### Dollars for Scholars

T-shirt Sales  
Phone-a-thon

### Grade 7

Pledges for Math Problems  
Healthy snacks (during break time only)

### Middle School/Sr. High Student Council

Dances, concessions, etc.

### National Honor Society

Bowl-a-thon

### Peer Leaders

Concessions/Tickets

### Spanish Club

Concessions  
Car Wash  
Fall Yard Cleanup  
Community Meal

### Rippleside Student Council

Carnival

### Band/Choir

Concessions

### Baseball Team

Sloppy Joe Supper (during musical)

### Basketball Teams/Boosters

50/50 Raffle – Home BB Games  
Hacky Sack Toss – Home BB Games  
Shoot-a-thon  
Gatorade Shots  
The Roost

### Dance Team/Boosters

Car Wash/Garage-Bake Sale  
Pork Chop Dinner  
Fish House Parade Stand  
50/50 Raffle - Home Dance Events  
Waffle Breakfast

### Tennis Boosters

Concessions/T-shirt Sales

### Wrestling Club

50/50 Raffle - Home Events

### Aitkin Football Association

Donation Request Letters  
Discount Card Sales  
50/50 Raffle - Home FB Games  
Clothing sales at games and online

### PTO

Book Fair

### Grade 8

Sell malts at lunch, Sept. to April

### Aitkin All Starz

Concessions

