

**ADMINISTRATIVE PROCEDURES FOR NON SCHOOL  
ORGANIZATION/GROUPS/INDIVIDUALS  
(Attachment for Policy No. 913)**

Purpose

The School District adopts these procedures to effectuate Board of Education Policy 913. The Board of Education (the “Board”) recognizes the social and educational values that may be derived from student participation in various activities sponsored by non school organizations, groups or individuals, but specifies that unreasonable demands on the time and energies of students and staff by such entities during school hours, or at school-sponsored activities be prevented.

Non school Activities/Materials

Requests for student participation in non school organizations, groups or individually sponsored activities must be made in writing to the Superintendent or designee in accordance with these administrative procedures.

Activities sponsored by non school organizations, groups or individuals may not occur, and non school written materials may not be used, during instructional time or school-sponsored activities unless they are of educational value to the school program, they benefit district students or the school community, and they are factually accurate. Prohibited activities or materials may never be used.

Where the non school entity is a for-profit entity that will benefit commercially from an activity or distribution of its material during instructional time, other factors must outweigh the commercial benefit to the non school entity; and the Board must approve proposals that would commercially benefit a for-profit entity.

A review of any activities or non school written materials under the policy shall not discriminate on the basis of content or viewpoint. Prohibited activities or materials will be rejected, as will any activities or materials that do not comply with Board policy, these administrative procedures, or written announcements relating to the proposed non school-sponsored activity or materials.

Fundraising

Where activities or materials otherwise comply with this policy, administrative procedures and written announcements, fundraising activities may be announced.

Directory information regarding students or staff may only be released in accordance with law and Board policy. Directory information for students or staff members will not be released to

non school organizations, groups or individuals that seek this information for the purpose of fundraising.

### Charitable Campaigns

The Board supports both the principle of voluntary charitable giving and the principle of fair and reasonable access of charitable organizations to district employees for the purpose of soliciting voluntary charitable contributions.

Charitable organizations seeking to solicit funds from students or staff throughout the district or in any of its regions shall submit a written request for approval to the Superintendent, who shall respond in writing. Requests for individual school solicitation shall be submitted in writing to the building principal who, after consultation with the Assistant Superintendent, shall respond in writing.

### Scholarships/Awards

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.

The scholarship or award, and any pertinent restrictions, shall be approved by the Board.

### Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.