

**Culminating Project Guidelines  
For  
Fundraising, Advertising, and Distribution of Materials  
Bellingham School District**

**Fundraising**

- Board Policy #3530 – **Solicitation of Funds**
  - All fundraising shall be coordinated through the building principal or designee
  - Fundraising on school property must be approved by the principal
  - All fundraising will be the sole responsibility of the student
    - No funds shall be deposited into the ASB or General Fund of the district
    - No district receipts can be used and district purchasing is not to be involved
    - Students should keep accurate records of all revenue collected and expenditures (disbursements) in the event a donor requests such information
  - Students are free to disperse fundraising proceeds as they deem appropriate and as stated in their Culminating Project Proposal
- Board Policy #3440 – **Nutrition and Physical Fitness** (if fundraising involves food)
  - Not sold during a time that is in competition with District Food Service
  - May be regulated based on nutrition standards
- Board Policy #4330 – **Public Use of School Buildings, Grounds and Facilities** (if fundraising involves use of school property after school hours)
  - Rent facility as private party (contact Olivia Kennedy, at extension 6500 to make arrangements for possible facility rental)
  - Fill out necessary forms
  - Advance payment of rental fee
  - Depending on the nature of the activity, liability insurance may be required in connection with facility use
  - No equipment moved without permission of building custodians
  - Responsible for damages that may occur during event
  - District may require payment for custodial and/or food service costs

**Advertising and Distribution of Materials**

- Board Policy # 3220 – **Student Publication, Performances, and Media Materials**
  - Must be developed under the direct supervision of an instructor or advisor
  - Building principal has the authority to regulate expression in keeping with the schools' instructional mission and values
  - Information posted in the school about Culminating Project events, activities, and fund-raising must be approved in advance by the principal or designee
  - Any digital or print product created for public distribution should contain the following information:
    - **“This product is part of (STUDENT NAME)’s Culminating Project, a graduation requirement of the State of Washington.”**
    - **“Please contact me at (STUDENT’ EMAIL or PHONE NUMBER) with comments or questions.”**