

# Student Initiated Fundraiser Proposals

West Sound Academy hosts three fundraising events each year to benefit the programs and students at the school: the annual auction, the Annual Visionary Campaign, and the Kitsap Great Give day of giving. WSA holds these events in order to keep tuition manageable. In addition to these school fundraising efforts, often the requirement of completing Creativity, Activity and Service (CAS) learning personally inspires in students an idea that involves appealing for funds or asking people in our community to purchase items for a service initiative outside of WSA. Moreover, one of WSA's learner profile traits is "Caring" which inspires altruistic efforts to fundraise as a school in the name of a good cause. Finally, WSA students are often engaged in extracurricular activities that meet CAS learning goals but whose organizations require students to participate in their own fundraising efforts in the form of selling items to WSA constituents.

WSA encourages students to take leadership in educating the community about particular needs and to create opportunities for community members to learn about or support organizations addressing those needs. However, as the school grows, so does the number of individual fundraising initiatives, possibly becoming too burdensome to our community. As such, in order for an individual fundraising effort to be promoted by WSA to the WSA community, the Board of Trustees now requires that any individual fundraising initiative be reviewed and approved by both WSA's Administration and WSA's Student Council.

Any proposed initiative must also meet the following criteria:

- Initiated by a student or group of students
- Related to a CAS project that has been planned by those students
- The beneficiary of the initiative must be in alignment with WSA's mission
- An Individual Fundraising Initiative Form must be completed and submitted to both the President of Student Council and Head of School by September 30 for an event taking place in the first semester and January 30 for an event taking place in the second semester
- The timing of the event must not directly conflict with previously scheduled fundraising events that take place at certain blocks of time in November, February, and May. The Head of School will make suggestions for appropriate timing.
- Does not involve political initiatives, campaigns or faith-based proselytizing
- The initiative may not be a direct ask for money but must be in the form of an event such as an auction, rummage or bake sale or other planned and organized event in order to reinforce the goal of developing a student's organizational, collaborative, financial and leadership skills

Student fundraising initiatives that are approved by the Administration and Student Council must be completed within the time frame allotted by the Administration. Students also must complete their CAS reflections on the initiative by the end of the next grading period following the completion of the initiative. The student's advocate will verify on-time completion. Students who do not complete their CAS reflections for the event on time will not be eligible to submit a new initiative.

Students undertaking an individual fundraising initiative that is not targeted to the WSA community, does not require WSA promotion, and does not use WSA resources to promote do not have to submit their proposal for approval.

This policy does not prohibit WSA from acting as a sponsor (defined as an organization that contributes financial or in-kind donations) for a mission-appropriate community fundraising event with the approval of the Board of Trustees. However, these events must take place off-campus and be marketed by the beneficiary toward the general public and not just WSA families.

# Student Fundraising Proposal

Student(s) Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

## *Guidelines for proposing a student-initiated fundraising activity*

Please see the Student Initiated Fundraising policy in Appendix C of the Parent-Student Handbook for complete guidance. Students who wish to launch a fundraising activity which will be promoted on campus and to the community of WSA students and families must first submit this proposal form to both the Head of School and Student Council President for consideration. This form is required if the activity involves raising monetary funds, selling items or procuring item donations. Opportunities are limited so not all activities will be approved.

<b>Proposed Activity:</b>	
<b>Planned Beneficiary and reasons for choosing this beneficiary:</b>	
<b>Campaign Start Date:</b>	<b>Campaign End Date:</b>
<b>Overall Goals of the Campaign:</b>	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date