

NORTH BRANFORD BOARD OF EDUCATION

SERIES 4000

P4010

FUNDRAISING POLICY

The North Branford Board of Education recognizes that the volunteer and booster activities of parents, staff and the greater school community greatly enhances the educational experience of our students. This policy is intended to encourage such activities and to ensure consistency amongst these activities and the policies and philosophies of the Board of Education.

For the purpose of this policy, a “fundraising activity” shall mean the action of an individual, school or community based group or organization intended to:

- a. raise money for the benefit of any school function, activity, team or organization;
- b. use students to raise money or solicit goods for any function or purpose; or
- c. use district resources, or the name of the district, a school within the district, or any student group or function to raise money for any purpose.

By October 31st of any school year (or at a later date if, in the sole determination of the administration, a later date is appropriate under the particular circumstances) any individual or group that wishes to engage in fundraising activities during that school year shall submit an application, using the district’s form, to the building Administration, or in the event of a district-wide activity, to the Superintendent or his/her designee, setting forth:

- a. the name of the sponsoring organization and the names of the individuals primarily responsible for the organization of and the proposed fundraising activity and the name of the person who will be responsible for the money raised;
- b. the purpose for which funds raised will be used;
- c. an estimate of (1) the total amount of money expected to be raised; and (2) the net benefit to the sponsoring organization or the intended beneficiary of the fundraising activity;
- d. a description of the fundraising activity; and
- e. a description of any obligations that the organization will assume in connection with the fundraising activity.

No fundraising activity shall be conducted absent the prior written approval of the administration. The administration shall approve reasonable requests for fundraising activities as long as the administration determines, in its sole discretion, that:

- a. the purpose for which the funds are being raised is consistent with the philosophy of the district;
- b. the activities proposed for the fundraising is consistent with the philosophy of the district;
- c. no professional fundraisers are used;
- d. the projected net benefit from the fund raising activity is an amount which is found to be reasonable considering the specific fund raising activity;
- e. the amount of money to be raised is reasonable and does not conflict with other activities within the district.
- f. there are sufficient educational or financial benefits which will accrue to the schools and/ or students, either directly or indirectly, from the activities.
- g. the mechanics or procedures of the fund raising activity will neither be an unacceptable burden to school staff or administration nor subject the district to inappropriate risks or responsibilities in handling funds.

No parent, student, group, organization or staff member is authorized to bind the Board or the district or any organization in the district to any obligation in connection with any fundraising activity. No parent, student or staff member is authorized to use the name of the district, a school or a school group or organization without the prior written approval of the administration. All advertising or publications in the course of the fundraising shall specifically disclose the name of the fundraising organization and shall reflect that the Board of Education is not a sponsor or connected with the fundraising activity. Under no circumstances may any organization, group or individual use the letterhead or stationery of the Board of Education or any school within the district for any fundraising purposes.

Within five (5) business days of collection, any funds collected by (a) a school sponsored organization shall be deposited in the school activity fund or (b) any non-school sponsored organization shall be deposited by such organization in a segregated account for which said organization shall assume full responsibility.

Within 30 days after the fundraising activity is concluded, the fund raising organization shall complete and submit to the administration the district's Fundraising Accounting form which shall include an accounting of the funds raised, the costs incurred in connection with the fundraising activities, and the use of the funds raised. The fundraising organization shall certify that the proceeds of the fundraising activity was expended for only those purposes set forth in the application approved by the administration.

An individual, group or organization that engages in fundraising activities is solely responsible for complying with all applicable laws, policies and regulations, including without limitation any and all sales tax requirements. No solicitation shall occur during instructional time. Residential door to door solicitation by students is prohibited. No fund raising activities shall include individual incentives to be earned by students.

Legal References:

Policy Adopted: 8/21/03