

## **Policy 5251: FUNDRAISING ACTIVITIES**

All fundraising activities must be conducted by authorized clubs, organizations, and/or groups and must be approved by the Superintendent of Schools. No funds may be raised in the schools for the purpose of purchasing basic materials, supplies, equipment, or professional services normally covered by the school budget in meeting the daily needs of the instructional program in the Peru Central School District. Students may be permitted to participate in fundraising activities sponsored by established school related organizations only with the prior approval of the Superintendent. Such participation shall not interfere with the instructional program.

All requests for fund raising projects must be submitted in writing at least two (2) weeks in advance to the Superintendent. All funds raised through school-sponsored activities (e.g. sports teams, co-curricular clubs, etc.) must be deposited and accounted for in the extra-curricular/co-curricular activity fund, in accordance with District policies.

Fund-raising projects in which students canvass the public off school grounds, in connection with school events and school-connected fund-raising activities, will be kept to an absolute minimum. Elementary students are not permitted to solicit funds on a door to door basis.

The Superintendent is directed to set regulations for fundraising activities taking place on school grounds in accordance with Regents' Rule 19.6 and the guidelines set forth herein.

All fundraising activities must adhere to the following guidelines:

1. For the purposes of this policy, Fundraising shall be defined to include the solicitation and collection of money for any purpose and shall include the collections of money in exchange for tickets, papers, or any other goods or services. This policy applies to students and school related organizations.
2. All fundraising projects must be conducted by authorized clubs, organizations, and/or groups and must be appropriate to the age of the children.
3. Profits from student fundraising must be used for legitimate and school-related activities.
4. Student participation in fundraising projects shall be volunteers.
5. All fundraising must be approved by the Superintendent or his/her designee.
6. All fundraising must be put on the district fundraising calendar to avoid activities occurring simultaneously.
7. All fundraising must be approved 2 weeks prior to start.
8. To obtain approval, fill out Fundraising Request Form and submit completed form to the appropriate administrator. The administrator will be responsible to let the group know if the fundraising is approved or denied.
9. If this is an event to be held on school grounds a Building Use for must also accompany the Request form.
10. A representative from the sponsoring group must be present throughout the entire event.

11. School related organizations may not sign contracts which obligate the district to distribute materials through district children for the purpose of fundraising without the express written consent of the Superintendent.
12. Advertising for any fundraising events or drives must be approved by the building administrator prior to distribution.
13. School related groups may not use district personnel or funds to advertise events or fundraisers.
14. All gifts or donations of funds must be distributed in accordance with Board of Education policy 6255, Gifts and Grants.
15. Elementary students shall not engage in door-to-door sales throughout the community. All promotional materials to be used for the fundraising must clearly state that door-to-door sales is prohibited. All materials must have district approval when the fundraising is scheduled and administration has the authority to prevent distribution of materials if they are different from materials that were approved. Under no circumstances will prizes be awarded to individual elementary students as a result of fundraising by students for an approved school organization.
16. Fundraising by approved school organizations for approved objectives may be permitted in secondary school with approval from the Superintendent or designee. Collections of money by approved school organizations on or off school grounds may be permitted by the Superintendent or designee who shall limit the kind and amount of advertising for solicitations within the school community and off school grounds. All funds must be handled by the treasurer of the sponsoring organization. The Student Activities Coordinator will review state guidelines for handling finances with student treasurers and organization presidents annually. Fundraising activities on school grounds, such as car washes, dances, and after-school movies are acceptable, provided they have been approved and placed on the district fundraising calendar. When items such as tee-shirts or consumables are sold they will be priced to provide fair value to the purchaser.
17. When an organization allows members to fundraise without the above procedures mentioned above, administrators will issue a warning; and notify the board. If subsequent incidents occur, such organization will be restricted from fundraising until a time is decided, not to exceed a total of a school year.
18. Parents shall be notified of this policy and regulation at the beginning of each school year.