

STUDENT FUNDRAISING ACTIVITIES

It is the responsibility of the school department through the normal budgetary process to provide resources necessary to all students to meet or exceed the Learning Results benchmarks and outcomes and achieve the goals of the school department. However the school committee recognizes that certain types of fundraising activities will enhance the relationship between the school and the community, guide students in developing a commitment to their school and community, supplement the academic and co-curricular programs and provide financial support to enhance the school programming.

The number of student fundraising activities that are directly sponsored and controlled by the school should be limited to as few as possible during a given time.

In order that fundraising does not interfere with the academic program and place undue demands on the community, it is the expectation of the school committee that fundraising activities be selective, coordinated and purposeful. The various booster type community school organizations (i.e. sports, arts, PTO) are to coordinate their fundraising activities through the principal.

Prior to any initiation of such activities, representatives from fundraising organizations/sponsors/coordinators must first meet with the principal who will consider the request.

All student teams, clubs and groups, parent-teacher organizations, and outside charities raising money to benefit students must comply with the following guidelines:

- Fundraising activities should strive to enhance the relationship between the schools and community, supplement the academic and extra-curricular programs and provide financial support to enhance programming.
- Fundraising activities must be voluntary, appropriate and undertaken for a specific purpose, within a specified time frame, and serve the goals and objectives of the club, team or organization.
- Students will not miss instructional time to participate in fundraising activities. Instructional time will not be used by teachers and students for the collection and recording of fundraising monies.

All fundraising activities shall require the submission of the Fundraising Activity Request Form ten (10) days in advance, unless extenuating circumstances exist, of the proposed start date for the activity. Administration will respond to requests within seven (7) school days from the received date of the request.

Fundraising activities that render a service or product for the contributions received are preferred to requests for direct cash donations. Cash donations may be accepted from donating individuals/organizations.

Student participants in fundraising activities must be supervised by an adult and are to follow the school's behavior code of conduct.

School affiliated organizations shall not raise funds for non-school purposes except for the approved charitable purposes.

Revenue and expenditure reports shall be submitted to the principal and all fundraising activity is subject to the school department's accounting and auditing procedures.

Students are prohibited from participating in fundraising activities involving door-to-door solicitations other than to family, friends, and neighbors that are approved by parents. Students will provide to parent approved family, friends and neighbors a letter authorizing said activity when involved in door-to-door solicitation.

Projects resulting in alterations or additions to the physical plant/grounds of the schools must have prior written approval from the Superintendent of Schools. Groups desiring to dedicate funds for facilities must seek prior approval from the principal.

Any school-affiliated group wanting to use the school department's Federal I.D. # must make the request in writing to the Superintendent of Schools. The group must receive written approval prior to use.

The School Committee authorizes the Superintendent of Schools to approve, disapprove, supervise, monitor and control fundraising activities associated with official school programs and extra-curricular activities when such activities are promoted in the name of the school program and/or involve student of the Dr. Lewis S. Libby School.

The principal shall develop a calendar of fundraising events in an attempt to balance the number of fundraising activities, and provide this list to the Superintendent of Schools. Employees are directed not to organize, conduct or involve students in fundraising activities unless the activity has been approved in accordance with procedures established by the Superintendent of Schools.

Adopted: 2-13-13