

Student Fundraising Activities

It is the responsibility of the District through the normal budgetary process to provide the resources necessary to all students to meet or exceed the Benchmarks and Outcomes and achieve the District's goals. However, the District recognizes that certain types of fundraising activities will enhance the relationship between the schools 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 District's 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 period of time. Each school should develop a calendar of student fundraising activities.

In order that fundraising does not interfere with the academic program and place undue demands on the MSAD 51 community, it is the desire of the District that fundraising activities be selective, coordinated and purposeful. The various booster organizations and PTO are encouraged to coordinate their fundraising activities with school-sponsored student fundraising activities. As much as possible, booster club and PTO fundraising activities should be placed on the school fundraising calendar to ensure coordination and planning. It is strongly encouraged that representatives from all fundraising organizations meet at least once a year to coordinate fundraising efforts and discuss equity issues related to their fundraising activities.

All schools and school-based organizations raising money to benefit the District must comply with the following fundraising guidelines. Other parent/community groups involved in fundraising to support student programs are strongly encourage to follow these guidelines.

Guidelines for Fundraising Groups

- A. 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.
- B. Activities undertaken by students must be approved in advance by the principal or athletic director as appropriate.
- C. Fundraising activities that render a service or product for the contributions received are preferred to requests for direct cash donations.

- D. Student participants in fundraising activities must be supervised by an adult and are to follow the school's behavior code of conduct.
- E. School organizations shall not raise funds for non-school purposes except for approved charitable purposes.
- F. Revenue and expenditure reports shall be submitted to the principal and all fundraising activity is subject to the District's accounting and auditing procedures.
- G. Students in the elementary schools are prohibited from participating in fundraising activities involving door-to-door solicitations other than to family, friends and neighbors that are approved by their parents.
- H. Projects resulting in alterations or additions to the physical plan/grounds of the schools must have the prior written approval from the Superintendent. Groups desiring to dedicate funds to District facilities must seek approval from the building principal.
- I. Any school-affiliated group wanting to use the District's Federal I.D # should make the request in writing to the Business Manager. The group must receive written approval prior to use.

Cross Reference – JJF – Student Activities Funds

Adopted: May 7,2001