

REQUEST FORM FOR SCHOOL ACTIVITIES AND FUNDRAISERS

_____ Tahanto Regional Middle/High School
 _____ Boylston Elementary School
X _____ Berlin Memorial School

ACTIVITY: NATURES CLASSROOM TRIPDESCRIPTION OF ACTIVITY: 5TH GRADE CLASS SPONSORS BES GROUP
TO PARTICIPATE IN NATURE'S CLASSROOM PROGRAMACTIVITY DATES: FROM 5/21/23 TO 5/24/23ACTIVITY TIMES: FROM 9:00 AM (5/21) TO 3:00 PM (5/24)ADMISSION FEE: \$4.00 / STUDENT

CONTACT FOR QUESTIONS

NAME: JOHN CAMPBELL PHONE 978-838-2417EMAIL: jcampbell@bbrsd.orgPERMISSION SLIP DUE DATE OR N/A: N/AEVENT SPONSOR: VARIOUSFUNDS TO BE USED FOR: NATURE'S CLASSROOM COSTS

ADDITIONAL INFORMATION/COMMENTS: _____

It is the Advisor's / Activity Director's responsibility to acquire the Principal's signature. Activities may not begin until receipt of duplicate request form with proper signatures is returned.
 Activities may be suspended if instituted before prior approval.

ADVISOR'S SIGNATURE _____ Date _____

ACTIVITY DIRECTOR'S SIGNATURE _____ Date _____

PRINCIPAL'S SIGNATURE [Signature] Date 12/5/23SUPERINTENDENT'S SIGNATURE Carl L. [Signature] Date 12/5/23

Revised: December 14, 2017

□ INTRODUCTION

🔍 **File: KCDA - COMMUNITY FUND RAISING FOR SCHOOL**

□ ▶ SECTION A: FOUNDATIONS AN

The Berlin-Boylston Public Schools encourage and welcome community fund raising efforts to benefit the programs of the schools. Persons or organizations desiring to conduct fund raising for school programs may do so through fund raising groups officially recognized by the School Committee, or they may seek approval of the School Committee in advance of undertaking independent fund raising on behalf of the schools or District.

□ ▶ SECTION B: BOARD GOVERNAN

□ ▶ SECTION C: GENERAL SCHOOL

□ ▶ SECTION D: FISCAL MANAGEM

Prior to embarking on their activities, independent persons or organizations desiring to conduct fund raising must present their proposal to the building Principal and then the Superintendent who may advance the intended program to the School Committee agenda for review by the Committee. If the School Committee approves the program, the person or organization may note such approval in its dealings with the public.

□ ▶ SECTION E: SUPPORT SERVICE

□ ▶ SECTION F: FACILITIES DEVEL

□ ▶ SECTION G: PERSONNEL

School Committee approval of a fund raising program extends only to the type of program and the benefit or donation proposed for the school. The persons or organization conducting the program are solely responsible for all of their activities, including, but not limited to, compliance with legal regulations, accounting and bookkeeping procedures and legal liability. Use of school facilities for a fundraising program will be permitted only as specifically requested of and approved by the School Committee in conjunction with approval of the fund raising program.

□ ▶ SECTION H: NEGOTIATIONS

□ ▶ SECTION I: INSTRUCTION

□ ▶ SECTION J: STUDENTS

□ ▼ SECTION K: COMMUNITY REL

The gifts will be subject to final acceptance by the School Committee. Any gift of equipment and material purchased and presented to the school or District as a result of the fundraising shall become the property of the school system and under the control of the School Committee.

□ File: KA - SCHOOL / COMMU

□ File: KBA - SCHOOL / PAREN

The School Committee will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Committee of a commercial product or business enterprise or institution of learning.

□ File: KBBA - NON-CUSTODIAL

□ File: KBE - RELATIONS WITH

□ File: KCB - COMMUNITY INV

Before submitting the gift to the school committee for acceptance, please provide the following:

□ File: KCD - PUBLIC GIFTS TO

1. Documentation of the purpose of the fundraiser and gift (who raised this money, what do they intend it to be used for? A specific event i.e. Natures Classroom, or a specific class? Will the money stay with the event for future classes, or should the money follow a particular graduating class? Etc. etc.)

□ File: KCDA - COMMUNITY FU

□ File: KDB - PUBLIC'S RIGHT T

2. Documentation of the fund raisers marketing activities (how was the event portrayed to the public to solicit donations).

□ File: KDD - NEWS MEDIA REL

□ File: KE - PUBLIC COMPLAIN

3. A signed letter from the organizers of the fundraising activity stating that under penalty of perjury the money was raised in good faith to support the stated objective and intent of the fundraiser and not for personal gain.

□ File: KEB - PUBLIC COMPLAI

□ File: KEC - PUBLIC COMPLAI

The school committee shall consider all of the above before accepting any gift and may ask for additional supporting documentation to ensure that the gift was raised appropriately, legally, and matches the original intent.

□ File: KECA - COMPLAINT PRC

□ File: KF - COMMUNITY USE C

Revised and Approved: Berlin-Boylston Regional School Committee - June 6, 2023

□ File: KHA - PUBLIC SOLICITA

□ File: KHB - ADVERTISING IN T

□ File: KI - VISITORS TO THE SC

□ File: KJA - RELATIONS WITH

□ File: KLG - LAW ENFORCEME

□ File: KLJ - RELATIONS WITH

□ File: CLK - RELATIONS WITH

□ ▶ SECTION L: EDUCATION AGENC

- ☐ File: JHD - EXCLUSIONS AND
- ☐ File: JI - STUDENT RIGHTS AND **File: JJE - STUDENT FUND-RAISING ACTIVITIES**
- ☐ File: JIB - STUDENT INVOLVEMENT While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.
- ☐ File: JIC - STUDENT DISCIPLINE
- ☐ File: JICA - STUDENT DRESS CODE The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.
- ☐ File: JICD - STUDENT CODE OF CONDUCT
- ☐ File: JICE - STUDENT PUBLICATION Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.
- ☐ File: JICF - GANG ACTIVITY/SOLICITATIONS
- ☐ File: JICFA - PROHIBITION OF OTHER FUNDRAISING ACTIVITIES Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.
- ☐ File: JICFB - BULLYING PREVENTION
- ☐ File: JICFC - PROHIBITION ON TOBACCO USE For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.
- ☐ File: JICG - TOBACCO USE BY STUDENTS No money collections of any kind may be held in the schools without the specific consent of the Superintendent.
- ☐ File: JICH - SUBSTANCE ABUSE
- ☐ File: JICK - HARASSMENT OF STUDENTS CROSS REFS.: JP, Student Gifts and Solicitations
- ☐ File: JIE - PREGNANT STUDENTS **KHA, Public Solicitations in the Schools**
- ☐ File: JIH - INTERROGATIONS *Approved: Berlin-Boylston Regional / Union #60 School Committee - May 22, 2018*
- ☐ File: JII - STUDENT COMPLAINTS *Boylston School Committee - May 22, 2018*
- ☐ File: JIJ - STUDENT GRIEVANCE *Berlin School Committee - May 22, 2018*
- ☐ File: JJ - CO-CURRICULAR ACTIVITIES
- ☐ File: JJA - STUDENT ORGANIZATIONS
- ☐ **File: JJE - STUDENT FUND-RAISING ACTIVITIES**
- ☐ File: JJF - STUDENT ACTIVITY
- ☐ File: JJG - CONTESTS FOR STUDENTS
- ☐ File: JJH - STUDENT TRAVEL
- ☐ File: JJIB - INTERSCHOLASTIC
- ☐ File: JJIBA - DEVELOPMENTAL
- ☐ File: JJIF - HEAD INJURY AND
- ☐ File: JK - STUDENT CONDUCT
- ☐ File: JKA - CORPORAL PUNISHMENT
- ☐ File: JKAA - PHYSICAL RESTRAINT
- ☐ File: JL - STUDENT WELFARE
- ☐ File: JLC - STUDENT HEALTH
- ☐ File: JLCA - PHYSICAL EXAMINATIONS
- ☐ File: JLCB - INOCULATIONS OF STUDENTS
- ☐ File: JLCC - COMMUNICABLE DISEASES
- ☐ File: JLCD - ADMINISTERING MEDICATION
- ☐ File: JLIE (T) - STUDENTS AUTISM
- ☐ File: JQ - STUDENT FEES, FINES
- ☐ File: JRA - STUDENT RECORD
- ☐ File: JRD - STUDENT PHOTOGRAPH

▶ SECTION K: COMMUNITY RELATIONS

▶ SECTION L: EDUCATION AGENCIES