

## **Approved School/District Fundraising Organizations**

An Approved School/District Fundraising Organization is an outside group/organization that raises funds for the benefit of the Webster Public Schools. These groups are often community-based groups that may be 501 (3)(C) charities. The Athletic and Music Booster organizations, PTO, Education Foundations, etc. are examples of this type of group. The funds collected by this type of group are handled by the group and the School Department is not involved in this process at all. These groups then donate the money, services, equipment, or materials to support student activities. These donations must follow School Committee policy and be accepted by the School Committee. The following are required for approved School/District fundraising groups:

1. The group/organization must complete and submit an application (Appendix B) to the Webster School Committee for recognition as an approved fundraising group. Applications must be submitted prior to August 1st annually.
2. The School Committee will deliberate and vote on the group's application during the August School Committee meeting. If approved, the group may participate in fundraising on behalf of the Webster Public Schools.
3. Any funds raised by the group on behalf of the Webster Public Schools, must be donated to the Webster Public Schools and be approved/accepted by the School Committee prior to the purchase of any materials, equipment, etc. All donations of money, funds or materials become the property of the Webster Public Schools.
4. Any fundraiser that involves participation by students and/or use of facilities/grounds must be approved via the Fundraising Application (Appendix A) prior to the start of any fundraising activities.
5. Any funds, services, equipment, or materials a group donates that the group would like earmarked for specific projects must be approved by the School Committee in advance, particularly if this involves the expenditure of any District Funds that supplement the donation.
6. The group/organization should be prepared to submit any and all financial statements related to any fundraising activity or donation, if the School Committee requests such information.
7. Failure to follow the Webster Public Schools School Committee policies or these protocols may result in the School Committee rescinding recognition of the group/organization.
8. The Fundraiser is posted on the School District website on the fundraising page.