

FUNDRAISING- SALES AND SOLICITATIONS

Approved Fundraising Groups

Fundraising is deemed appropriate when it supports school goals and organizations, enhances classroom and school activities, or engages students in community service. School, teacher, and parent groups that wish to fundraise shall complete the Fundraising Group Form (IGDF-E1) and submit it to the building principal. Such groups include, but are not limited to, Parent Teacher Organizations, Booster and athletic groups, and department or class fundraising groups. A list of all groups raising funds on behalf of a school shall be maintained by the building principal and submitted to the Superintendent on a bi-annual basis. It should be updated as new groups are approved. The building principal shall review this policy with each fundraising group at the start of each school year, and as new groups are approved. (See Fundraising Group Form IGDF-E1.)

Fundraising Activities

In accordance with Rhode Island Education Law, Chapter 16-38-6, the use of students to promote or assist in any commercial venture is prohibited. However, voluntary participation in school-wide activities and community undertakings by students and parents of Bristol Warren Regional School District is encouraged. For each fundraising activity, the group shall submit to the principal/designee a Fundraising Activity Request Form. (See IGDF-E2) A copy of the approved Fundraising Activity Request Form shall be sent to the Superintendent's Office by the building principal. Each building principal will monitor the number of approved activities to minimize the financial burden on families.

Students in kindergarten through grade eight are prohibited from participating in any and all fundraising activities that involve door-to-door solicitation, except when accompanied by a parent or guardian. This prohibition includes school-sponsored activities and activities of school-related organizations in which students sell items, solicit contributions or pledges, or take orders. Notification of this age-restricted prohibition must appear on all fundraiser notices to families. No school-sponsored group shall participate in fundraising that consists solely of pan-handling i.e., shaking the can outside of stores or on street corners. All proceeds from fundraising activities will be used to further educational goals or to sponsor student/school-related activities.

Use of Bristol Warren Regional School District schools for fundraising activities/events is permitted. You must schedule use of facilities via SchoolDude.com, which is located within the

district's website. Any flyer advertising the event must first be approved by the building principal.

Raffles may be conducted as authorized by state law and in accordance with approved regulations. Information on how to conduct a legal raffle can be found on the RI State Police website.

Purchasing:

Fundraising groups cannot make purchases in the name of the district. Items must be purchased in the fundraising group's name. If the fundraising group wants to make a monetary donation to the school for a specific item or piece of equipment, the group must give the donation to the school. The school will initiate a purchase order to purchase the specific item or piece of equipment out of the general fund.

Before fundraising groups purchase capital or non-capital items, they must receive approval from the principal, and superintendent, or his/her designee.

Equipment or materials purchased for a school by fundraising groups becomes the property of the District.

Reporting Requirements

All fundraising groups shall provide periodic reports to the building principal on fundraising activities conducted during the fiscal year, including the amount collected and how the proceeds were allocated. School, teacher, and parent groups that do not have 501c3 status shall provide an end-of-year report, submitted to the Superintendent by June 30th. Said report will contain a listing of the fundraising activities, dollars earned, and how the proceeds were allocated. Failure to meet these reporting requirements may jeopardize the group's authorization to operate within the Bristol Warren Regional School District.

All modifications to this policy shall become effective October 26, 2015.

See BWRSD Fundraising Guidance for Parent, Teacher, and School Groups (IGDF-E3) for additional information and recommended Funds Received –Deposit Form

Adopted: January 4, 1993

Revised: July 16, 2007

October 26, 2015

CROSS REF.:

IGDF-E1 Fundraising Group Form

IGDF-E2 Fundraising Activity Request Form

IGDF-E3 Fundraising Guidance

GBI, Staff Gifts and Solicitations KI, Public Solicitations in the Schools

LEGAL REF.: 16-38-6