

SALEM SCHOOL DISTRICT
Salem, Connecticut

COMMUNITY RELATIONS

SOLICITING FUNDS FROM AND BY STUDENTS

Fundraising by Students

The responsibility of the Board of Education is to control fundraising activities which involve the students in the Salem School District.

Fundraising shall be authorized under conditions that do not conflict with instructional programs. Fundraising refers to the raising of non-appropriated funds for the educational benefit of students and their school funds.

Fundraising shall be permitted by students attending middle school, provided such activities are approved in writing and carefully regulated by the school Principal or a designee. Salem School students may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in unsupervised door-to-door solicitation.

The Principal shall develop and maintain a list of all approved fundraising activities and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the Board of Education with an up-to-date listing of all fundraising activities being conducted in the schools.

Fundraising In and For The Schools

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fundraising activity, must have prior approval from the school Principal.

The following guidelines shall apply when a school Principal considers a fundraising activity for approval:

- The gift or donation for which the fundraiser is held shall be of sufficient benefit to the school and/or students to justify the fundraising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, nor the Board's responsibility for educational funding.

- The mechanics and procedures of fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.
- Fundraisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fundraiser.
- The number of fundraising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fundraising activities shall be directed to the office of the school Principal on the appropriate form (#1324/#3280 Fundraising Activity Approval / Gifts, Grants and Bequests Form) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.

(cf. 1321 Public Performances by Students)
(cf. 1140 Students/Community)
(cf. 1325 Advertising, Promotion and Commercial Activities)

Policy Adopted: 8/9/94
Revised Policy 1st Reading: May 1, 2006
Revised Policy Adopted: May 15, 2006
Revised 1st Reading: June 4, 2007
Revised Policy Adopted: July 16, 2007
Revised Policy 1st Reading: May 7, 2012
Revised Policy Adopted: June 11, 2012

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SALEM SCHOOL DISTRICT
Salem, Connecticut

FUNDRAISING ACTIVITY APPROVAL
GIFTS, GRANTS AND BEQUESTS FORM

Date: _____

School: _____

Organization: _____

Contact Person: _____

Contact Address: _____

Contact Phone Number: _____

COMPLETE SECTION A OR B AS APPROPRIATE

SECTION A: Fundraising

Activity: _____

Date of Fundraising Activity: _____

Expected Revenue for Activity: _____

Proceeds of Fundraiser Designated For: _____

Advertising for Event (see Policy #1325):

- 1) Will any "for profit" agency or commercial entity benefit from this fundraiser?
_____ Yes _____ No

- 2) If so, please identify the recipient of funds to be raised and designate the percentage/portion of funds raised to be designated for that "for profit" agency/commercial entity.

- 3) If the sponsor (contact person) of the fundraising activity is an employee of the Salem School District, please list the capacity of the affiliation with the "for profit" agency/commercial entity.

SECTION B: Gifts/Donations

Gift/Donation _____

Value of gift/donation _____

(If over \$1,000 must get BOE approval)

Approved: _____ Denied: _____

Principal's Signature

Date

Superintendent's Signature

Date

BOE Approval (if necessary) _____
Approved Denied

Date

cc: Applicant
Student Activity Acct. Manager/Supt Office
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