

Policy

FUND RAISING ACTIVITIES

The Mainland Regional High School District Board of Education recognizes that fundraising at the school level has become an important source of providing for needs over and above those available through regular District sources. The Board also recognizes that issues such as excessive solicitation of businesses and patrons, student safety, undue distractions and time commitments, and financial ethics can arise while Fundraising Activities are undertaken. The Board requires that great care and restraint be exercised by school level personnel in planning and implementing Fundraising Activities.

The board prohibits the collection of money in school or on school property or at any school-sponsored event by a student for personal benefit. Collection of money by school organizations approved by the board shall be approved by the Principal. Collections by organizations outside the school or by students on behalf of such organizations shall be approved by the Superintendent or designee.

The board shall not be responsible for the protection of or the accounting of funds collected from students on behalf of organizations outside the school, by teaching staff members when not required to collect money for a board-approved purpose, and by school-connected organizations. Funds raised for school-sponsored activities shall be deposited in the proper district accounts within 48 hours as per the State Accountability Efficiency Standard.

Definitions

A. Fund raising activity

Any effort to raise money for the benefit of Mainland Regional High School or any club, course, program, sport, or other activity in the school. The solicitation of money, goods, and/or services from local businesses may be allowed only with approval of the Superintendent or his designee. School administrators are encouraged to be sensitive to the number of school Fundraising Activities which solicit directly from local businesses. Each team or group should have only one Fundraising Activity per year involving direct solicitation of businesses. School administrators may document and impose limits upon the number and type of school Fundraising Activities that are permitted to approach local businesses for contributions. Fund raising activities may also be approved to raise funds for outside organizations unaffiliated with Mainland Regional High School or its programs including, without limitation, organizations such as The Cancer Society or other groups.

B. Fund raiser

A fund raiser is any school or district approved or sponsored activity or event which may involve the sale of goods or services by school personnel and/or students, the solicitation of monetary contributions from individuals and/or businesses, or any other means or methods utilized to generate funds; the primary purpose of which is to raise monies to provide financial support to the school or any of its classes, groups, teams, or programs. As provided in this policy, certain fundraising activities may also be organized to benefit a particular charity or for other charitable purposes.

C. School activity

For purposes of this policy, the term "school activity" shall mean any course, recognized club, sport, or other cocurricular activity, sport or program, as well as any student organization representing any class year or grouping of class years.

FUND RAISING ACTIVITIES (continued)**Approval of Activities**

No fund raising activity shall be conducted without prior written approval by the Principal, or his designated representative. The faculty member, student organization, head coach or advisor of the team, club, group, or organization wishing to participate in the fundraising activity is responsible for obtaining such approval by completing and submitting the Request for Approval of Fundraising Activity form. A copy of the approved form shall be retained by the Business Administrator or designee and a copy of the approved form shall be retained by the responsible staff member for all fund raising activities by school activities. An advisor must be present at all activities in which students are present. This includes after school, weekend, and evening activities. This assignment cannot be assigned to a parent except in an emergency, or the Athletic Director or Principal has granted permission.

No coach, club, or activity advisor may mandate student participation in fund raising activities as a mandatory requirement for student or prospective student participation in the club, sport, or activity or use failure to participate or to reach certain goals as quid pro quo for playing or participation time, placement on team rosters, preferential playing positions or membership affiliation. All fund raising activities must be approved by the Athletic Director or for Theatre, Drama or Band the appropriate supervisor.

All events sponsored by clubs/activities must be placed on the District's Master Calendar. The advisor must submit a Fundraising Approval Form to the Athletic Director prior to the event. The Athletic Director will forward the list of fundraisers to the Board of Education.

The Board, Superintendent or Principal has absolute discretion to withhold approval of any Fundraising Activity, which such decision is not subject to appeal.

Applications for approval of fund raising activities shall be submitted no less than thirty days prior to the fund raising activity, on a form to be developed by the Principal. The form shall include the following information:

- A. The name and address of the fund raiser;
- B. The purpose of the fund raising activity and the amount of money sought to be raised; how the money will be collected, accounted for, and spent, including finance and auditing procedures;
- C. A description of the fund raising activity;
- D. The name, address and telephone number of a contact person if the fund raiser is other than an individual;
- E. The date (or inclusive dates for multi-day activities) when the fund raising activity is to be conducted;
- F. The place or places where the fund raising activity is to be conducted. If any part of the fund raising activity shall take place on school property, a specific designation of the location (e.g., particular rooms required or athletic fields to be used);
- G. The admission charge, if any; and
- H. The name of the responsible staff member(s), for all school sponsored activities.
- I. The costs, for all school sponsored activities.
- J. Guidelines and directions that will be given to students regarding their participation.
- K. Identification of potential risk concerns and incorporating mitigating measures, including student safety, transportation issues, and appropriate supervision.

FUND RAISING ACTIVITIES (continued)

In addition, all materials used to promote the activity shall be submitted to the Principal or his designated representative, to ensure that it does not contain any inappropriate material or anything in contravention of this policy. This includes advertising materials or promotional items to be distributed to interested persons or persons attending the fund raising activity.

Procedures Governing Interaction with Parents, Donors, and Other Organizations

Once the proposed fundraising activity has been approved and before commencement of the fundraising activity, the head coach or advisor must give to all parents/guardians of students to be involved in the fundraising activity a complete copy of the Approval form or other written description of the fundraising activity.

Door-to-Door Solicitations

Students shall be encouraged to only solicit sales, pledges, or contributions from persons known to the student or known to their parents/guardians (i.e., friends, neighbors, relatives, co-workers, business associates, etc.). Door-to-door sales are prohibited in the after dark. Other limitations such as prohibiting door-to-door sales except by a group of students, requiring periodic check in to a responsible adult or others may be imposed by the Superintendent or his designee. The board reserves the authority to prohibit, limit or terminate fundraising activities which require door-to-door solicitation.

Disclosure of Financial Interest

If the coach, advisor, or other District employee who manages or oversees a fundraising activity also has a financial or controlling interest in or access to the bank account(s) of the fundraising organization or company, such person must disclose such interest or access on the Approval form before the activity will be approved.

Other than their normal hourly wage or stipend, no District employee may receive compensation in the form of profits, percentage of revenues, kickbacks, products, gifts, or anything of financial value as a result of a fundraising activity.

Purchase of items to sell in fundraisers

Sales Tax Exempt Certificates MUST be used for purchases and receipts MUST be handed in with the voucher.

Prohibited Activities

The following activities are prohibited:

- A. Candy or other food/drink sales during school hours;
- B. Any food sales which would conflict with New Jersey Statutes, administrative code or board policy;
- C. Any sale or activity which would not represent good taste or proper moral stature;
- D. No organization, as defined in the *Definitions* section above, shall conduct any fund raising activity or publicize any fund raising activity during school hours in the school building, or through the use of Mainland students in the school building.

Fund Raising Activities Involving Alcohol

The consumption of alcohol by Mainland Regional students is a serious concern to the Board of Education. While it is recognized that certain fund raising activities may be conducted by adult fund raisers for adults where alcohol may be available for consumption, the Board of Education will not support any activity which promotes the consumption of alcohol. Any fund raising activity conducted by any organization at which alcohol will be consumed, shall be subject to the following restrictions:

FUND RAISING ACTIVITIES (continued)

- E. No students may be present when the fund raising activity occurs;
- F. No literature or other promotional materials may mention that alcoholic beverages are available. This includes any references to substances known to contain alcohol. This is not to be construed to require that all fund raising activities be alcohol free but the availability of alcohol shall not be used as an element in the promotion of the activity;

Non-Approved Fund Raising Activities

In the event it is ascertained that fund raisers are conducted without obtaining approval, the Board of Education reserves the right to impose such sanctions on the fund raiser as it deems appropriate, including, but not limited discipline of any staff member involved and disciplinary action against the school activity or organization sponsoring the fund raising activity.

Adopted: February 22, 1994
 Revised: July 18, 2005
 NJSBA Review/Update: January 2012
 Readopted: August 18, 2014, September 21, 2015, October 19, 2015

Key Words

Fund Raising, School-connected Organizations

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:19-14	Funds derived from student activities
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:23-1	Audit when and how made
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 52:14-15.9c1. <i>et al.</i>	<u>Public Employee Charitable Fund-Raising Act</u>
	<u>N.J.A.C.</u> 6A:23A-16.1 <i>et seq.</i>	Double Entry Bookkeeping and GAAP Accounting in Local School Districts
	<u>N.J.A.C.</u> 6A:23A-16.12	Student activity funds
	<u>N.J.A.C.</u> 6A:23A-16.13	School store business practices

Selfridge v. Kinnelon Board of Education, 1977 S.L.D. 522

Possible

Cross References:	*1140	Distribution of materials by students and staff
	1210	Community organizations
	*1230	School-connected organizations
	1314	Fundraising by outside organizations
	*1330	Use of school facilities
	*3400	Accounts
	*3450	Money in school buildings
	*3453	School activity funds
	3571	Financial reports
	*3571.4	Audit
	*6145	Extracurricular activities
	*6153	Field trips

*Indicates policy is included in the Critical Policy Reference Manual.