



Series 5000  
Students

## Policy 5154

### Fundraising Activities

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent.

The Board of Education will **not** be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Legal Reference: Conn. Gen. Stat. § 10-215f

Policy adopted: September 4, 2001

Policy revised: August 19, 2019



These administrative regulations shall serve to implement the Board of Education's policy pertaining to fundraising activities. The Board of Education is not responsible for any fundraising activities that are not approved in accordance with the procedures set forth in the policy and these accompanying regulations.

#### Criteria for Approval of Fundraising Activity

To be approved, a fundraising activity must be conducted for the educational benefit of students and satisfy all of the following criteria:

1. Each student, parent support, or other sanctioned fundraising activity shall have one adult designated with the overall responsibility for continuing compliance with the Board's policy and these administrative regulations pertaining to fund-raising (the "Sponsor");
2. There shall be sufficient education or financial benefits to the school and/or students, either directly or indirectly, to justify the fundraising activity;
3. The fundraising must have a purpose consistent with the purposes of the school district and be for the benefit of its educational programs, student groups, extra-curricular activities, specific charitable organization, specific community organization, or specific community member.
4. All funds, goods, or donations received must be used for the stated purposes.
5. The fundraising must not be anticipated to bring additional costs to the school district;
6. The fundraising activity shall be in good taste and appropriate for the school district;
7. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;
8. Students may not be compelled to participate in fundraising; all such fundraising activity shall be voluntary in nature;
9. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;
10. The fundraising will not be considered an official endorsement of any business or product;
11. The fundraising must not be in conflict with any provisions of the school code or public law;
12. Elementary school students will not participate in door-to-door sales or canvassing.



13. Instructional time will not be used to conduct fundraising activities except in cases where it is an integral part of the curriculum. Promotional activities shall be conducted in such a manner as to cause minimal disruption of regular school activities.
14. School employees will not be approached during school house for the purpose of soliciting funds or selling goods.
15. Any person who goes into the community to request donations or to sell a product must have a document signed by the principal (or superintendent when appropriate) showing that the fundraising activity is a school-approved fundraising event.

#### **Prior Approval**

Fundraising activities shall not be initiated until prior approval is secured as set forth in these regulations.

Requests for prior approval for fundraising activities anticipated to raise funds shall be made in advance in writing to the building Principal or his/her designee, at least one (1) month prior to the commencement of the activity.

The Principal or his/her designee shall indicate his/her approval in writing to the organization applying for approval.

District-wide activities must be approved by the Superintendent.

#### **Prohibition on Crowdfunding Activities**

Employees, students, parent support, or other fundraising groups are prohibited from fundraising using crowdfunding (e.g. the use of websites or applications such as DonorsChoose, Kickstarter, GoFundMe, etc.) on behalf of the Board of Education, its schools, classes, or extracurricular teams or clubs.

#### **Handling of Funds and Record-Keeping:**

The fundraising activity must comply with all applicable policies and procedures with respect to the processing of monies by staff members and/or students (e.g. school activity fund regulations and regulations pertaining to maintaining cash).

Student, applicable parent support or other sanctioned fundraising groups shall keep detailed and accurate contemporaneous records of the fundraising activity, with the Sponsor responsible for ensuring compliance with this requirement.

Such detailed and accurate records shall be subject to inspection by school officials at any time.



Series 5000  
Students

## Administrative Regulation 5154

### Fundraising Activities

At the end of the activity, the Sponsor shall produce a final report showing the amount of money raised, the number of students who participated, the purposes for which the designated funds will be used, and any other information as may be required by the Principal and/or Superintendent of Schools.

Legal Reference: Conn. Gen. Stat. §

Regulation issued: August 19, 2019



Series 5000  
Students

# Administrative Regulation 5154

## Fundraising Activities

|  |
|--|
| <b>FUNDRAISING APPROVAL REQUEST FORM</b> |
|--|

Name of Organization: \_\_\_\_\_

School(s) or Student Activities Intended to Benefit from Fundraising Activity: \_\_\_\_\_

\_\_\_\_\_

Purpose of Fundraising Activity: \_\_\_\_\_

\_\_\_\_\_

Brief Description of Fundraising Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Adult Responsible for Fundraising Activity (“Sponsor”):

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) When the Fundraising Activity Will Occur: \_\_\_\_\_

Anticipated Funds to be Solicited: \_\_\_\_\_

Signature of Principal or Superintendent: \_\_\_\_\_