

STUDENT FUND-RAISING ACTIVITIES

A. Solicitation from pupils

The Board acknowledges that the solicitation of funds from pupils must be limited since compulsory attendance laws make each pupil a captive donor and since such solicitation may disrupt the program of the school. Solicitation of funds from pupils shall be strictly limited to those circumstances explicitly allowed by law.

B. Solicitation by, or on behalf of, pupils

1. For the purposes of this policy “student fund raising” shall include the solicitation and collection of money by pupils for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services.
2. The Board of Education recognizes the value of having pupils participate in fund-raising activities, either individually or as a group, in order to help defray the cost of certain field trips, or other worthwhile programs.
3. The Principal shall receive all proposals and review them with the Chief School Administrator and the School Business Administrator. The Administrative Team shall evaluate the appropriateness of fund-raising efforts as well as the allocation of any excess funds by classes and clubs for school-related purposes.
 - a. Prior to the raising of funds by pupils in the name of the school, the approval of the Chief School Administrator must be obtained. Such approval is needed for the collection of monies on school property, in the borough or any other community.
 - b. Collection of money by pupils on behalf of the P.T.O., Student Council, or other school groups may be permitted only by the administrative review process described above.

4. All funds must be deposited in an internal school funds account. The School Business Administrator/Board Secretary will be responsible for deposits, withdrawals and accounting of such funds in accordance with established policies. The School Business Administrator will provide oversight for all treasurers (e.g., 8th Grade Classparents, Student Council, etc.).
5. The Board reserves the authority to limit or terminate off-school-property solicitation and collection of money for pupil fund-raising projects if it is deemed not to be in the best interest of pupil or community welfare. ***Door-to-door solicitation by students is prohibited.***
6. The Board prohibits the collection of money in school or on school property or at any school-sponsored event for personal benefit.
7. The Chief School Administrator shall distribute this policy to each pupil and parent organization (e.g. The P.T.O. President, Student Council Advisor, Eighth Grade Advisor, 8th Grade Class parents).

Date: January 10, 1983

Revised: May 18, 1998

Revised: December 16, 1997

Revised: November 13, 2000

Revised: June 29, 2009

Legal References:

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

Cross References:

1140	Distribution of materials by pupils and staff
1230	School-connected
1330	Use of school facilities
3450	Money in school buildings
3453	School activity funds
6145	Extracurricular activities
6153	Field Trips

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I. Introduction

The Norwood Board of Education supports selective student fund-raising by designated class-parents (i.e., eighth grade parents), and appropriate advisors (e.g., Student Council, eighth grade, etc.). This support is based upon a protocol that involves proposals to and oversight by our Administrative Team and assigned faculty advisors.

II. General Guidelines

- A. All school groups involved in student fund-raising activities shall receive a copy of this policy and regulation annually.
- B. The parents/advisors shall submit proposals to the Principal as detailed in this policy.
- C. Eighth grade class-parents shall also adhere to the procedures enumerated below.

III. Grade Eight Student Fund-Raising

- A. In the spring of grade seven, the Administrative Team shall orient prospective grade eight class parents. At the meeting, a copy of this policy and regulation shall be reviewed with a focus on the following:
 - 1. The protocol for submitting proposals to the principal.
 - 2. The expectation of a proposed budget for review by May.
 - 3. The clarification of acceptable categories for allocation of any excess funds.
 - 4. A general discussion of the appropriateness of fund-raising activities as well as the dinner dance.
 - 5. The prohibition against door-to-door solicitation by students.
 - 6. The need for quarterly reviews with the designated treasurer and the School Business Administrator as well as the Principal and/or the assigned faculty advisor.

- B. In May, a proposed budget will be submitted to the principal and reviewed by the Administrative Team.
- C. The collection of dues from the parents of eighth grade students is to be used to cover the costs of a yearbook, "graduation," a dinner-dance, etc. If the parents decide to conduct a dinner-dance, the chairperson(s) of the grade eight class-parents shall meet with the advisor and the Principal to review the appropriateness of proposed details.
- D. Fund-raising is intended to reduce or eliminate family costs with the eighth grade field trip.
- E. Categories for possible allocation of any excess funds shall be limited to those listed below.
 - 1. Replenishing scholarships to Norwood students at the end of eighth grade.
 - 2. Creating criteria for new scholarships for Norwood students at the end of eighth grade.
 - 3. Giving gifts:
 - a. to the Norwood Public School District (i.e., based upon input from the Administrative Team, teachers and other staff members)
 - b. to the in-coming eighth grade class
 - 4. Refunding a partial reimbursement to eighth grade parents.
- F. Quarterly, reviews will be conducted by the designated treasurer and the School Business Administrator as well as the Principal and/or the assigned faculty advisor.

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Revised: November 19, 2007
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