

## **Community Relations**

### **Solicitation of Funds by School Groups, Booster Clubs or Parent Groups**

The objective of this policy is to provide the acceptance criteria and application method for soliciting gifts, grants and bequests conducted by booster clubs and parent organizations, district employees, and students of the Waterford Public Schools.

The Waterford Board of Education recognizes that certain types of fundraising activities will enhance the relationship between school and community and will contribute to the improvement of the school program. The Board of Education also recognizes that businesses, cultural, and community organizations hold an interest in the quality of public education and, from time to time, offer to support that interest with a variety of contributions to the School District. School Districts, however, are public institutions supported by taxes and the Board of Education has a clear responsibility to protect students, staff and their families from exploitation by special interests including, but not limited to, economic, environmental and political exploitation.

The Board of Education recognizes that fund-raising efforts can enhance the educational experience, but that those efforts require close oversight by the Superintendent to ensure that they are consistent with the educational objectives and the School District Policies. The Board of Education also recognizes that School District sponsored fund-raising efforts involving the community directly reflects upon the relationship that the Schools have with the community.

This policy establishes procedures and criteria to ensure: that all fund-raising activities are approved by the Superintendent or his/her designee and conducted in a manner that best serves the students and their education and appropriately represents the School District; that funds raised are used for activities, projects, and/or gifts to the School District that enhance the educational experience; and that funds raised are administered in a controlled manner.

Each booster club or parent group which is involved with school activities or school students shall develop and maintain a constitution and bylaws setting forth the purposes of the organization and the general rules and procedures by which it shall operate. Each booster club or parent group shall provide a copy of its constitution and bylaws, and any revision thereof, to the Superintendent or his/her designee.

Booster clubs and parent groups shall secure the advice and approval of the Building Principal before planning any function in which students are to participate while under supervision of the District or before planning any fund-raising activity intended to benefit a school program. The Principal shall suggest needs of the school, including those not requiring fund-raising, that are conducive to the active involvement and significant numbers of interested parents in meaningful service to the school and its students. Form 1324 must be completed and submitted to the Superintendent or his/her designee for approval 15 days prior to the start of the fund-raising.

## Community Relations

### Solicitation of Funds by School Groups, Booster Clubs or Parent Groups (continued)

All monies raised through fund-raising efforts authorized by the School District are public funds and must be safeguarded accordingly. Therefore, all monies raised must be deposited in the student activity fund for the respective school. Monies raised through fund-raising efforts shall not be retained by the fund raising group or deposited in a personal or special-purpose bank account. Only the Parent Teacher Organization (PTO), Parent Teacher Association (PTA) and/or Oswegatchie School Organization (OSO) may retain monies from fund-raising efforts. If desired by PTO/PTA/OSO organizations, monies from fund-raising efforts may be deposited in the student activity fund for the respective school. All applicable Board of Education policies must be followed when funds are to be raised through the use of students and District facilities.

Any item purchased by booster clubs or parent groups for school use shall become the property of the School District.

The Board of Education recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, appropriate actions will be taken to ensure that benefits and services are equivalent for both genders, regardless of funding sources. The Board of Education also recognizes its responsibility to ensure that equivalent benefits and services are provided to all students authorized to participate in the activities or projects supported by a specific fund-raising effort. Therefore, appropriate actions will be taken to ensure that monies raised are evenly applied to the costs of such fund-raising supported activity. If it is intended that monies raised are to be applied to support the costs that students would otherwise incur based on the effort that they may contribute to the fund-raising effort, that approach must also be approved by the Superintendent of Schools or his/her designee.

The Superintendent of Schools is directed to develop regulations containing guidelines by which booster clubs and parent groups shall operate in the District. Such guidelines shall include, but not be limited to, such topics as permissible awards, fund-raising, insurance requirements, annual reporting, use of facilities, recognition functions, concessions at school events and expenditures for student equipment and supplies.

The Board of Education is responsible for providing funding for the safe and effective operation of the interscholastic sports program. There may be occasions when Board of Education funding is not available to provide everything requested by a coach. All booster club donations must be approved by the Superintendent of Schools or his/her designee in advance to ensure equity in all sports. Any booster club purchase or expenditure must receive the approval of the team's head coach and the Athletic Director prior to the aforementioned approval by the Superintendent of Schools or his/her designee.

## Community Relations

### Solicitation of Funds by School Groups, Booster Clubs or Parent Groups (continued)

#### Fundraising Procedures:

1. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the requested fund-raising activity.
2. Fundraising shall be limited to activities approved by the Superintendent or his/her designee. Fund-raising activities can be sponsored by faculty, students, and school-related parent organizations for nonprofit school benefits; or educational and recreational activities sponsored by agencies of the town government, and authorized charities.
3. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.
4. All monies raised by booster clubs and parent groups through fund-raising efforts must be deposited in the student activity fund for the respective school. Monies raised through fund-raising efforts shall not be retained by the fund raising group or deposited in a personal or special-purpose bank account. Only, PTO/PTA/OSO organizations may retain monies from fund-raising efforts. If desired by PTO/PTA/OSO organizations, monies from fund-raising efforts may be deposited in the student activity fund for the respective school.
5. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.
6. Instructional time will not be used to conduct or promote fundraising activities except in cases where it is an integral part of the curriculum.
7. School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.
8. Handling and accounting of fundraising material shall be the responsibility of the sponsoring group, not the school or staff.

## **Community Relations**

### **Solicitation of Funds by School Groups, Booster Clubs or Parent Groups (continued)**

#### **Expenditure Criteria:**

Monies raised from fund-raising efforts will be applied to specific school-related activities, projects, and/or gifts to the School District that support the educational objectives or enhance the educational experience. All expenditures of monies must be approved by the Superintendent of Schools or his/her designate in advance of the expenditure. Individual students can not raise funds for personal use such as funding a trip.

#### **Solicitation of Funds from and by Students**

The following additional criteria shall be applied to solicitation by students:

1. Elementary school students will not participate in door-to-door sales or canvassing.
2. Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.
3. Activities related to fundraising shall not occur during normal school hours.

#### **Application Procedure**

1. All requests to conduct fundraising shall be submitted in writing on form 1324 at least 15 days prior to the proposed activity through the Superintendent.
2. The request shall identify the name of the school, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity dates, purposes of the fundraising activity, nature of the fundraising activity, anticipated expenses and profits.
3. When it is intended to solicit contributions from local businesses the Superintendent or his/her designee will provide a copy of the approved Form 1324 letter providing and explanation of the fund-raising effort and authorization to solicit from local businesses. When students solicit from local businesses they will be encouraged to show that approved Form 1324 to the business proprietor.

## **Community Relations**

### **Solicitation of Funds by School Groups, Booster Clubs or Parent Groups (continued)**

- (cf. 1110.1 - Parental involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations/Relations with Parent Organizations)
- (cf. 1323 - Gifts to Students)
- (cf. 1324 - Solicitation of Funds)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A. 1681

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WATERFORD PUBLIC SCHOOLS  
Waterford, Connecticut