

Policy

FUNDRAISING ACTIVITIES

The Passaic Board of Education recognizes the value of having students participate in fund-raising activities, both as individuals and as groups, in order to help defray the cost of certain noncurricular field trips, or other worthwhile programs, or in support of a board approved charitable cause.

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services except those goods and services which are part of a Board-approved program of the schools. The School Student Activity Fund for the Middle School and High School will be maintained by each school, in accordance with sound accounting practices. The Elementary schools are to be accounted for at the Business Office. In order to establish a uniform method of receiving and disbursing, the Board stipulates that the following requirements are strictly enforced:

- A. All building principals shall be held accountable for funds raised. All money collected by the student fund-raising activity shall be deposited and accounted for in accordance with New Jersey law.
- B. Receipts shall be detailed showing date, sources, purpose, and amount. All receipts shall be deposited in the bank within 48 hours following the fundraiser. Bank deposits must agree with the receipts in the cash receipt book and must be traceable to definite receipts or groups of receipts.
- C. Disbursements shall be recorded chronologically showing date, vendor; check number, purpose and amount. All disbursements should be made by check and supported by a claim, bill, or written order to persons supervising the fund. Checks must bear two or more authorized signatures.
- D. Book balances shall be reconciled with bank balances. Cancelled checks and bank statements must be maintained for examination by the auditor as part of the annual audit.
- E. 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.
- F. No school employee may open or maintain a separate bank account for school-related transactions.
- G. Borrowing from the student activity fund is strictly prohibited.
- H. The Board prohibits fund-raising activities by school-sponsored groups or outside organizations that encourage or require door-to-door solicitation.

FUNDRAISING ACTIVITIES (continued)

In order to efficiently process all requests for fund raising activity programs under the responsibility of the school district during the calendar year, those seeking to participate in fund-raising activities are required to fill out the appropriate forms. The Student Fundraising Activities Request Form (Exhibit C) must be completed 45 days prior to the event with all requested information prior to submission.

Other requirements include that:

- A. Any communication or promotional letter must be approved by the principal prior to dissemination.
- B. All fund-raising checks must be made payable to the School's Student Activity Fund and sent to the principal for timely deposit.
- C. There must be an accounting for all refreshments and snack sales at an activity where refreshments are sold. This entails the reconciliation of starting funds, seed money, and a tally of cash receipts.

In order to provide an adequate follow-up and closeout of fundraising events, a Student Activity Deposit Form (Exhibit B) must be completed for deposits related to each fund-raising activity. Upon completion of this sheet, the total deposits will equal the fundraising fees generated for the event.

All funds disbursed from the School Activity Fund should be by written check and supported by completion of the Student Activity Account Request for Payment Form (Exhibit A), authorized by the principal. All checks disbursed from the Middle School and High School shall be signed by two authorized signatures (Principal and Assistant Principal). Checks disbursed from the Elementary School must contain two signatures (School Business Administrator, Assistant School Business Administrator, or Comptroller). Each month a bank reconciliation must be completed and kept on file for review by the Board Auditor and/or Business Office representative.

Student Donations to Charitable Organizations

The Board may give permission for outside charitable organizations to collect money in schools. Any teacher or student who serves as collector for these organizations does so as a private citizen and not as an employee of the Board. The Board is precluded from having responsibility for the funds of Student Support or Parent/Teacher Organizations. The depositing of funds collected by these organizations in the School Student Activity Fund and the issuance of checks thereon on behalf of the organization cause an undesirable commingling of funds and is strictly prohibited. In order to avoid misunderstanding, principals are advised to disclaim any responsibility for the protection of and accounting for the funds of outside charitable organizations, which are considered independent from the operations of the Board.

The Board shall not be responsible for the protection of or the accounting of funds collected from students by organizations outside the schools, by teaching staff members when not required to collect money for a Board-approved purpose, and by school-connected organizations. Funds raised by school-sponsored activities shall be deposited in the proper district accounts.

FUNDRAISING ACTIVITIES (continued)

The Passaic Board of Education recognizes the value of many established and organized charities. The following listing of charities is approved for continuing solicitation within the Passaic Public Schools:

- A. American Heart Association
- B. American Red Cross
- C. New Jersey Central Lung Association
- D. American Cancer Society
- E. March of Dimes
- F. United Way
- G. St. Jude Children's Research Hospital

The Board prohibits fundraising activities by school-sponsored groups or outside organizations that encourage or require door-to-door solicitation.

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..

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Key Words

Fund Raising, School-connected Organizations

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:19-14 Funds derived from student 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. et al. Public Employee Charitable Fund-Raising Act
N.J.A.C. 6A:23A-16.1 et seq. Double Entry Bookkeeping and GAAP
 Accounting n Local School
 Districts
N.J.A.C. 6A:23A-16.12 Student activity funds
N.J.A.C. 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

FUNDRAISING ACTIVITIES (continued)

- *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.