

Regulation

STUDENT FUNDRAISING

School clubs or school connected organizations shall request permission to conduct fundraising activities during school or school-sponsored event, and in the name of the school. Fundraising activities must be approved by the School Board.

Approval Procedures

- A. The club advisor or activity leader will complete the Student Fundraising Activities Request Form (Exhibit C).
- B. The principal must provide the Student Fundraising Activities Request Form, as well as any additional information required to the Superintendent or his/her designee for consideration by the Board of Education. For the board to consider the request, it must be sent to the Superintendent or his/her designee in the timeline provided by the Business Office.
- C. Fundraising activities may only begin after the approval by the Board of Education. All fundraising activities must be within the timeline provided in the Student Fundraising Activities Request Form. Extensions to the fundraising period may only be granted after approval from the Board of Education.

Time and Place of Fundraising

- A. The principal of each school or his/her designee will be responsible scheduling events so as not to disrupt the educational program;
- B. Fundraising activities shall not interfere with the orderly operation of the instructional program. A class should not be interrupted for the sale of items;
- C. No food, candy, soft drinks, or the like may be sold while classes are in session in accordance with board policy 3542.1 Wellness and Nutrition; and
- D. The principal shall ensure that fundraising activities are coordinated to the greatest extent possible in order to control and limit the potential for overuse of the school community for contributions.
- E. The principal has the right to cancel fundraising activities that interfere or disrupt the educational program or that were not approved in the original Student Fundraising Activities Request Form.

STUDENT FUNDRAISING (regulation continued)

Accounting for Funds

- A. All funds collected by students must be promptly turned over to the adult responsible for the fundraising activity;
- B. Funds collected for school organizations must be promptly deposited and reported to the custodian of the school activities fund (see policy 3453 School Activities Fund). The report must include any New Jersey sales tax collected;
- C. The board and school employees shall not be liable for the protection of or the accounting for funds collected by students for organizations not affiliated with the school district.

Infractions

Staff and student shall be subject to discipline consistent with district policies and procedures on conduct and applicable negotiated agreements for violations of student fundraising policy and procedures. Infractions include:

- A. The collection money for an organization without having first received the approval of the Board of Education; or
- B. Misrepresentation of a fundraising activity;
- C. The collection of money for personal benefit.

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