

SUBJECT: FUND RAISING BY STUDENTS**Scope**

This policy governs all activities by students, District staff, or private persons or groups that are intended to raise money to support persons, activities, or events officially connected with the Trumansburg Central School District.

Definitions

"Recognized Student Group" -- A club, organization or activity that has an adult appointed by the Board of Education in an advisor capacity. These are enumerated in the contract between the Superintendent of Schools and the Trumansburg Teacher's Association.

"Curriculum Related Group" -- A club, organization or activity involving students that has been formed within a school building and generally has limited fund raising needs. Examples include, but are not limited to Art Guild, Dead Poet's Society, Library Club, and Foreign Language Club. These groups have no formalized recognition under the Trumansburg Teacher's Association Contract.

"Other Groups" -- A club, organization or activity not meeting the previous definitions that is intended, at least in part, to support school-related activities and/or otherwise contribute to the educational experience of students. Examples include, but are not limited to booster clubs, PTO's, and service organizations.

Approval of All Fundraising Projects Necessary

Fund raising projects which offer merchandise, provide services, or in other ways solicit money for school activities or events are permitted only if approved pursuant to the provisions of this policy. The approval process helps ensure that fundraising to support the school complies with all applicable NY State laws and regulations, as well as District policies. Also, it helps prevent schedule conflicts among groups. See "District Fund Raising Calendar" below.

Fundraising By Internal Groups

- a) "Recognized student groups" and "curriculum related groups" planning to raise monies in any manner and for any reason must submit a fund raising plan and budget to the appropriate Building Principal for approval no later than September 30. Requests for permission to fund raise submitted after this date may be considered for approval by the Building Principal, but will not be approved unless they do not interfere with previously approved activities on the District fund raising calendar and otherwise do not undermine the goals of this policy. All requests must be processed and approved in advance of the fund raising event.

(Continued)

Students

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- b) Examples of student fund raising projects include, but are not limited to, bake sales, benefit basketball games, bottle drives, candy sales, coat checks, dances, fruit sales, holiday gift sales, leaf raking, magazine sales, roller skating parties, spaghetti dinners.
- c) Any fund raising plan submitted for approval must have a clearly defined purpose that will contribute to the educational and/or co-curricular experience of students, and must be well-planned and responsibly supervised.
- d) All monies collected by "recognized student groups" and "curriculum related groups" must be accounted for in accordance with established procedures of the Business Office.

Fundraising for the School by Outside Groups

- a) "Other groups" that fund raise for the school are asked to submit their fund raising plans to the appropriate Building Principal no later than September 30 for fund raising activities expected to take place during the first semester; [2 quarters], and January 30 for fund raising activities expected to take place during the remainder of the year. Failure to meet these timelines may mean that another group's event gets priority for a desired fundraising date. (See District Fund Raising Calendar below.)
- b) The Building Principal shall work with the group to ensure that the plan meets all applicable legal requirements and District policies before approving the plan.

District Fund Raising Calendar

- a) All fund raising activities shall appear on the District Fund Raising Calendar. This calendar will be on the District Website and maintained in the office of the School Building Principal. The purpose of this listing is to minimize conflict between fund raising activities and spread them across the entire school year. In addition, placing an activity on the calendar notifies the community that a particular fund raising activity is legitimate and approved by the school.
- b) If two (2) or more fund raising proposals that seem equally meritorious request the same date, preference will be given, in the following order; "recognized student groups," "curriculum related groups," and "other groups".

The Superintendent of Schools shall be responsible for developing regulations to implement this policy, including specification of what shall be contained in a fund raising plan, and what considerations shall guide the Building Principals in deciding whether to approve such plans.