

**Regulation**

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FUND-RAISING ACTIVITIES

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. The activity leader or club advisor may submit a written request a minimum of 10 days before the proposed fundraising activity. Fundraising activities will be approved by the principal.

Approval Procedures

- A. The club advisor or activity leader will request in writing, permission to sponsor the activity from the principal;
- B. The request shall include:
  1. The name of the requestor;
  2. The name of the organization that will receive the funds collected;
  3. The purpose of the collection; and
  4. The name of a responsible adult member of the collecting organization.
- C. The principal will review the request to sponsor the fundraiser and respond to the club advisor and officers in writing within five (5) school days:
  1. Approval will not be given for the collection of funds:
    - a. Without a specified purpose;
    - b. For the purpose of qualifying students for membership in an organization;
    - c. For the purpose of selling raffle tickets or conducting any activity that is based upon gain by chance;
    - d. When the activity requires students to collect funds; or
    - e. When the activity requires students to conduct sales door-to-door.
  2. If approved, the principal may require the club advisor or activity leader to develop an action plan detailing the activities and organization of the event;
  3. If approval is denied, the principal will state the reasons.

The principal will report all scheduled fundraising activities in the monthly board report for the building.

Time and Place of Fundraising

- A. The principal or his or 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 according to 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.

Accounting for Funds

STUDENT ACTIVITY FUNDS (regulation continued)

- 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 principal's approval; or
- B. Misrepresentation of a fundraising activity in order to gain approval; or
- C. The collection of money for personal benefit.

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