

R 5830 ~~STUDENTS PUPILS~~ FUND RAISING

- A. Approval of Fund-Raising Activities
1. Any school building fund-raising involving ~~students pupils~~ shall be approved by the Principal or designee of that school **and the Business Office.**
 2. Fund-raising organized by adult groups (e.g. booster clubs) to be conducted in school must be approved by the Principal or designee. Organizations that benefit the school and hold fundraisers off ~~of~~-school property must clearly identify themselves.
 3. Requests for approval of fund-raising activities must be submitted in writing to the Principal **on the district mandated form.**
 4. The request must include the name of the requester, the name of the organization that will receive the funds collected, the purpose of the collection, and the name of a responsible adult member of the collecting organization.
 5. The Principal will review and decide the appropriateness of the fund-raising activity and ~~sanction the informational flyer~~ **approve the request before requesting approval from the Business Office.**
 6. Approval will not ordinarily be granted for the collection of funds for essential supplies or equipment to be used in regularly scheduled curricular activities. Such activities should be funded through regular district budgeting and purchase procedures.
 7. Approval will not be granted for the collection of funds:
 - a. Without a specific purpose;
 - b. For the purpose of qualifying ~~students pupils~~ for membership in an organization;
 - c. For the purpose of ~~students pupils~~-buying or selling raffle tickets or conducting any activity that is based upon gain by chance; and/or



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d. Deemed to be primarily advertising materials.

B. Time and Place of Fund-raising

1. The Principal or designee of each school shall determine the times and places in which fund-raising may take place in accordance with these regulations.
2. No sale of any item may be sold while classes are in session.
3. Fund-raising activities should be coordinated to the greatest extent possible in order to control and limit potential disruption to school operations. Activities will be coordinated on a school-wide basis to prevent the simultaneous occurrence of too many activities.
4. All staff shall not release the names, addresses, or phone numbers of **students pupils** to any outside individual or agency.
5. **Students Pupils** may not sell anything on school property for their own financial benefit.
6. Parent(s) or legal guardian(s) shall be notified in writing of the purpose and extent of any fund-raising activities which extend off school premises (i.e. door-to-door in the community) before the project begins.
7. Insofar as possible, **students pupils** shall be involved in the choice of projects.
8. No **student pupil** shall be required to participate in fund-raising and no **student pupil** shall be excluded from an activity due to his/her non-participation in fund-raising activities.

C. Accounting for Funds (In accordance with policy 6660 - Student Activity Fund)

1. Funds collected by **students pupils** or school organizations must be turned in to the Principal or designee within twenty-four hours of collection and deposited ~~by the next business day~~ **in accordance with cash management procedures developed by the Business Office.** Funds collected shall be reported to the custodian of the Student Activity Fund in



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- accordance with policy. The report must include any New Jersey sales tax collected.
2. Neither the Board of Education nor any of its employees is responsible for the protection of or the accounting for funds by ~~students pupils~~ for organizations not part of the school district.
 3. **No funds for any organization outside the district shall be deposited in any district bank account.**

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