

## **Community Relations**

### **Solicitation of Funds within the Bethel Public Schools**

The Board of Education recognizes that fundraising efforts involving students can enhance the educational experience, but that those efforts require close oversight by the Superintendent to ensure that they are consistent with the educational objectives and District Policies of the Bethel Board of Education. The Board of Education also recognizes that School District sponsored fundraising efforts involving the community directly reflects upon the relationship that the Schools have with the community.

This policy establishes procedures and criteria to ensure: that all fundraising activities including students are approved by the Superintendent or his/her designee and conducted in a manner that best serves the students and their education and appropriately represents the School District; that funds raised are used for activities, projects, and/or gifts to the School District that enhance the educational experience.

Groups raising money on behalf of the Bethel Public Schools must be 501(c)3 tax-exempt organizations in order to be permitted to engage in fundraising activities involving the School District. Prior to receiving approval for any fundraising activities involving the School District, any group requesting approval shall provide a copy of its constitution and bylaws, and any revision thereof, to the Superintendent or his/her designee.

Groups raising money on behalf of the Bethel Public Schools wishing to utilize school facilities shall adhere to Board Policy 1330. Groups raising money on behalf of the Bethel Public Schools wishing to plan any fundraising activity involving students in school must make a request through and receive approval through the Superintendent of Schools or his/her designee. Form 1324 must be completed and submitted to the Principal for approval fifteen (15) days prior to the start of the fundraising, additionally, for all fundraising activities anticipated to raise funds in excess of \$2,500.00, Form 1324 must be completed and submitted to the Superintendent or his/her designee for approval fifteen (15) days prior to the start of the fundraising.

All monies raised through fundraising efforts of clubs and sports through school-sponsored activities except for 501(c)3 tax-exempt groups must be deposited in the district student activity funds. All applicable Board of Education policies must be followed when funds are to be raised through the use of students and District facilities.

Any item given to the School District as a gift from groups for school use shall become the property of the School District.

The Superintendent of Schools is directed to develop regulations containing guidelines by which groups raising money on behalf of the Bethel Public Schools shall interact with the District. Such regulations shall include, but not be limited to, such topics as permissible awards, fundraising, insurance requirements, annual reporting, use of facilities, recognition functions, concessions at school events and expenditures for student equipment and supplies.

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The Board of Education is responsible for providing funding for the safe and effective operation of the interscholastic sports program. There may be occasions when Board of Education funding is not available to provide everything requested by a coach. Any gift to a school athletic team must be approved by the Athletic Director prior to the aforementioned approval by the Superintendent of Schools or his/her designee. Booster clubs are encouraged to discuss purchases or expenditures for the purpose of school athletic teams with the Athletic Director prior to purchasing or expending funds.

### **Fundraising Procedures when Fundraising Involves Students of the Bethel Public Schools:**

1. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the requested fundraising activity.
2. Fundraising shall be limited to activities approved by the Superintendent or his/her designee. Approved fundraising activities may be sponsored by faculty, students, and school-related parent organizations for nonprofit school programs, and 501(c)(3) nonprofit organizations.
3. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.
4. All monies raised by school sponsored activities, clubs and sports must be deposited in the district student activity funds. Refer to Regulation 3453 – Student Activity Funds
5. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.
6. Minimizing loss of instructional time shall be a critical consideration when determining fundraising activities.
7. School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.

### **Expenditure Criteria:**

Monies raised from fundraising efforts will be applied to specific school-related activities, projects, and/or gifts to the School District that support the educational objectives or enhance the educational experience. All expenditures of monies must be approved by the Superintendent of Schools or his/her designee in advance of the expenditure.

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#### **Solicitation of Funds from and by Students**

The following additional criteria shall be applied to solicitation by students:

1. No students shall participate in door-to-door sales or canvassing without adult supervision.
2. Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.

#### **Application Procedure**

1. All requests to conduct fundraising shall be submitted in writing on Form 1324 at least 15 days prior to the proposed activity through the Principal, and additionally the Superintendent when fundraising activities which are expected to exceed \$2500.00.
2. The request shall identify the name of the school, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity dates, purposes of the fundraising activity, nature of the fundraising activity, anticipated expenses and revenue.
3. When it is intended to solicit contributions from businesses the Superintendent or his/her designee will provide a copy of the approved Form 1324 providing an explanation of the fundraising effort and authorization to solicit from businesses. When students solicit from businesses they will be required to show the approved Form 1324 to the business proprietor.

(cf. 1140 - Distribution of Materials by Students)

(cf. 1330 - Use of School Facilities)

(cf. 3280 - Gifts, Grants and Bequests)

Legal Reference:

Conn. Gen. Stat. Section 10-237

Policy Adopted: July 22, 1991

Policy Revised: 9/9/2004, 6/25/15, 9/17/15 10/15/15

**BETHEL PUBLIC SCHOOLS**

Bethel, Connecticut