

Community Relations

Solicitation of Funds within the Bethel Public Schools

Fundraising Activities

These administrative regulations shall serve to implement the Board of Education's policy pertaining to fundraising activities. Any fundraising activities that are not approved in accordance with the procedures set forth in the policy and these accompanying regulations are not authorized by the Board of Education and are subject to termination.

Criteria for Fundraising Activities:

To be approved, a fundraising activity must be conducted for the educational benefit of the students and satisfy all of the following criteria:

1. Each student, parent support or other sanctioned fundraising activity shall have one adult designated with the overall responsibility for continuing compliance with the Board's policy and these administrative regulations pertaining to fundraising (the Sponsor);
2. The fundraising must have a purpose consistent with the purposes of the school district and be for the benefit of its educational programs, student groups or extra-curricular activities;
3. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;
4. The fundraising must not be anticipated to bring any additional operational costs to the district unless otherwise approved in advance by the Superintendent.
5. Students may not be compelled to participate in fundraising, all such fundraising must be voluntary in nature;
6. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;
7. The fundraising will not be considered an official endorsement of any business or product;
8. The fundraising must not be in conflict with any provisions of the Board of Education policies or any law, regulation or ordinance;
9. Door to door solicitation by students is prohibited by these regulations; and
10. The fundraising must comply with all applicable provisions of Board policy and regulation relating to the sale of healthy foods and beverages on school grounds or school sponsored events.

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Prior Approval Required:

Fundraising activities shall not be initiated until prior approval is secured as set forth in these regulations.

Form 1324 must be completed and submitted to the Principal for approval fifteen (15) days prior to the start of the fundraising,

Requests for prior approval for fundraising activities anticipated to raise funds over \$2500.00 shall be made in advance in writing to the Superintendent or his/her designee at least fifteen (15) days prior to the commencement of the activity. The Superintendent or his/her designee shall indicate his/her approval in writing to the organization applying for the approval. (Form 1324)

Handling of Funds and Record Keeping:

The fundraising activity must comply with all applicable policies and procedures with respect to the processing of monies by staff members and/or students (e.g., school activity fund regulations and regulations pertaining to maintaining cash within the classroom or school buildings).

Student, parent support or other sanctioned fundraising groups shall keep detailed and accurate contemporaneous records of the fundraising activity, with the Sponsor responsible for ensuring compliance with this requirement.

Such detailed and accurate records shall be subject to inspection by school officials at any time.

At the end of the activity, the Sponsor shall produce a final report showing the amount of money raised, the number of students who participated, the purposes for which the designated funds will be used, and any other information as may be required by the Principal and/or Superintendent of Schools.

Regulation Approved: July 22, 1991
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BETHEL PUBLIC SCHOOLS
Bethel, CT