

## Students

**SUBJECT: FUND RAISING BY STUDENTS and SCHOOL-SANCTIONED GROUPS**

The Board of Education recognizes that students and staff, through Board approved clubs and organizations, as well as school-sanctioned groups (i.e. SAA, PTO. etc.) rely on fundraising to support school-related events or activities. This includes approved types of online options. Fundraising projects using the Schalmont Central School District or school name shall require previous approval of the Principal or designee AND the Superintendent or designee. Likewise, fundraising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school groups with the approval of the Principal, or designee.

Any fundraising shall be voluntary, have a clearly defined purpose that contributes to the educational experience of students and shall not conflict with instructional programs or state mandates. The proceeds shall be used for the stated purpose of the fundraising effort. At no time should students' participation in an educational activity be contingent upon their involvement in a fundraising activity. In cases of field trips, namely international trips associated with curricula offerings, said endeavors are not a defined component of the educational program and are thus precluded.

Fundraising shall not pose a hazard to students, staff members, parents or community members nor should such endeavors cause a disruption to the school day. Fundraising plans should include appropriate safety precautions for students and conform to Regents Rule 19.6. Fundraising projects in which students canvass the public off school grounds will be kept to a minimum. Door-to-door solicitation of funds is prohibited. Fundraising activities shall adhere to 7450R-the regulation for carrying out this policy.

Funds collected by school-based clubs and organizations shall be deposited in the appropriate extra classroom fund and will be subject to annual audits. Under no circumstances should funds be deposited in personal checking or savings accounts nor shall checks be written to a specific staff member.

New York State Constitution, Article 8, Section 1  
Education Law Section 414  
8 NYCRR Section 19.6

NOTE: Refer also to Policy #3271 Solicitation of Charitable Donations from School Children  
Refer also to the SED publication, The SafeGuarding, Accounting, and Auditing of  
Extraclassroom Activity Funds, Revised 2015

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Second Read/Adoption: 1/7/19  
Next Review: 11/2021

**SUBJECT: FUNDRAISING BY STUDENTS AND SCHOOL-SANCTIONED GROUPS****FUNDRAISING GOVERNING PRINCIPLES-SCHOOL-BASED CLUBS/ORGANIZATIONS**

- All fundraising activities will be approved by the appropriate club staff advisor, club student treasurer, building principal and the Superintendent or designee; ideally the club/organization should communicate a yearly plan of fundraising events at the beginning of each school year.
- Fundraising events will be sent in for approval a minimum of 3 weeks prior to the actual dates of the fundraiser.
- Fundraising events may not disrupt classes.
- All fundraising advertisements must have the approval of the building principal prior to posting.
- Each fundraising event must identify the purpose for the fundraiser and how the monies raised are to be spent.
- Monies should be expended in a manner beneficial to students and not interfere with the general budget of the district nor be used to defray any district expense.
- All fundraising activities must follow Board policies and regulations
- Fundraising activities away from school property should be kept to a minimum.
- Students must not go door-to-door for any type of fundraising.
- Any online fundraisers **MUST** be approved by the Business Official along with typical approvals prior to the commencement of the fundraising activity.
- Upon completion of each fundraising event a student activity report must be completed by the student treasurer and the advisor and submitted to the extra classroom activity treasurer and district Business Official for auditor documentation.
- Advisors and students should report out to the community about the success of the fundraiser and show evidence of the items purchased or event funded.
- Student activity funds are not considered tax exempt for purchased items.
- Monies collected must be submitted to the extra classroom activity treasurer for safekeeping and deposit-money should never be kept in classrooms or lockers.
- Checks must be payable to the student activity group and never directly to a student or staff member by name.
- Any tour booking agreements or contractual obligations must be approved by the Business Official and Superintendent.
- Recognized organizations include, Schalmont Athletic Association, Friends of Music, Jefferson Parent Teacher Organization, Middle School Parent Teacher Organization, Friends of the Schalmont Libraries.
- Any new organizations must submit a proposal and be approved by the Board of Education.
- The organization must adhere to district policies.
- The organization should communicate an annual plan for fundraisers to the Superintendent each year.
- The organization must maintain their own accounts and cannot link checking accounts with school district-must be separate entities.
- The organization must have bylaws and governing policies for the organization.
- Donations of funds raised for student use must be accepted by the Board of Education.



**Schalmont Central School District**  
 4 Sabre Drive, Schenectady, NY 12306  
 Phone: (518) 355-9200 Fax: (518) 355-9203



**FUNDRAISER DESCRIPTION FORM**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Time and Place of Activity: \_\_\_\_\_

Please describe in detail, the type of activity your team or club will be participating in:  
 \_\_\_\_\_  
 \_\_\_\_\_

How much money is needed to be raised? \$\_\_\_\_\_

Once complete, the success of the fundraiser must be reported to the community, indicating how much specifically was raised and what is being funded. How do you plan on doing that?  
 \_\_\_\_\_

Have you requested funds from the Schalmont Athletic Association, Friends of Music, PTO or other fundraiser school-based organization? \_\_\_\_Yes \_\_\_\_No

What will your organization use the proceeds from this fundraiser for? (Be specific)  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ % of proceeds to club      \_\_\_\_\_ % of proceeds to vendor

\_\_\_\_\_  
 Signature of Fundraiser Coordinator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Building Administrator

\_\_\_\_\_  
 Date

District Office Use Only ____ Approved ____ Denied (reason):
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