

## North Adams Public Schools

### Procedure for Student Fundraising and Donation Drives

1. If the drive or fundraiser is part of a Service-Learning Project, either the Mini-Grant Application or the Service-Learning Project Permission Form (for non-funded projects) must also be submitted to the Service-Learning Coordinator. The forms can be downloaded at:  
[http://dhs.napsk12.org/apps/pages/index.jsp?uREC\\_ID=277880&type=d&pREC\\_ID=620166](http://dhs.napsk12.org/apps/pages/index.jsp?uREC_ID=277880&type=d&pREC_ID=620166)

Please also review the “Fundraising Activities and Service-Learning” article posted on the district service-learning webpage at the above link.

2. Submit the Fundraising and Donation Drive Permission Request Form to the Principal.
3. If the request is a Service-Learning Project, forward the Fundraising and Donation Drive Permission Request Form to the Service-Learning Coordinator. The Service-Learning Coordinator will review it and forward it to the Superintendent.
4. If the request is not Service-Learning, forward Fundraising and Donation Drive Permission Request Form to the Superintendent after Principal review.
5. After review by the Superintendent, copies of the Fundraising and Donation Drive Permission Request Form stating either the approval or denial status will be sent to: a) the sponsoring teacher or advisor and b) the school office staff.
6. The school office staff will maintain a calendar and log of all school fundraising and donation drives.

Examples of Fundraising that require School Committee Approval:

- Sale of goods produced by for-profit companies
- Direct solicitation of students or employees
- General or classroom distribution of commercial or fundraising literature
- Any other deemed indicated by the Superintendent because of scope, amount of funds sought, etc.

Example of Fundraising that may be considered for approval by the Principal and Superintendent:

- Proposals to raise funds for charitable purposes or for benefit of the school or community

References:

NAPS SC Policy JJE Student Fundraising Activities  
NAPS SC Policy JP Student Gifts and Solicitations  
NAPS SC Policy KHA Public Solicitations in the Schools