

STUDENT FUND-RAISING ACTIVITIES

JJE-R

General

- A. It shall be the policy of the Seaford School District only to participate in student fund-raising activities which are raised for, by, or in the name of a school, class, or officially sanctioned student organization or activity, or principal-approved charity.
- B. The resources obtained from student fund-raising activities, however:
 - 1. are to be spent in a manner consistent with the pre-stated purpose of the fund-raising activity;
 - 2. are to be accounted for by the person and/or organization responsible for the fund-raising activities.
- C. Student fund-raising activities should be conducted in such a manner as to:
 - 1. limit the amount of time and energy spent by students, parents, and staff on such activities;
 - 2. offer minimum conflict with commercial enterprises and the school calendar;
 - 3. be age-appropriate and not place the safety of students at undue risk;
 - 4. provide consistency and equity in methods of rewards for students among all schools of similar grade levels; and
 - 5. exclude “high sales” incentives except under the following conditions:
 - a. There are to be no “high sales” incentives for individual students.
 - b. If a fund-raising organization decides it may want to participate in a “high sales” incentive program, it will need to:
 - (1) arrive at a common incentive or reward for the entire group for which the money is being raised (i.e., a class, a grade level, the members of the extracurricular or co-curricular program, the entire student population of the school); or
 - (2) arrive at a common incentive or reward for part of the group for which the money is being raised (i.e., a homeroom, a classroom); or
 - (3) substitute the incentives or rewards by applying the costs for same to the profits generated by the fund-raising activity.

Definitions

- A. Student activities funds are funds raised for, by, or in the name of a school, class, or officially sanctioned student organization or activity. Student activities funds are not funds raised by taxation.
- B. For the purposes of this policy, a “fund-raising organization” is any group of two (2) or more adults engaged in fund-raising activities in or for the schools of the Seaford School District and which has registered with and been sanctioned by the school principal.

Stipulations and Procedures

- 1. Conditions to Be Met In Order to Obtain Principal Approval for Student Fund-Raising Activities
 - a. Any and all fund-raising persons and/or organizations must agree, in writing, to abide by the terms of the Board’s policy and regulation and any school rules.
 - b. All student fund-raising activities are to have a pre-stated, written purpose (or purposes).
 - c. The fund-raising person and/or organization must also commit, in writing, to spend the funds raised via the activity in a manner consistent with the pre-stated, written purpose(s) unless waived by the principal.
- 2. Reasons for Not Approving a Student Fund-Raising Activity
 - a. If the proposed fund-raising activity is inconsistent with the Board’s philosophy as expressed in policy.
 - b. If there is evidence that previous funds that were raised were not spent in a manner consistent with the pre-stated, written purpose(s), the principal is authorized to not approve any future fund-raising activity by the organization in question if he/she deems it appropriate to do so.

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- c. If the fund-raising person and/or organization failed to submit the required financial reports to the school principal by the 15 August deadline, the principal is authorized to not approve any future fund-raising activity until he/she has received and had the opportunity to review the required financial reports.
3. The principal has the authority to limit the number of fund-raisers that are held by a class, officially sanctioned student organization, or booster organization.
4. There are to be no negative sanctions of any kind imposed against students who are unable or unwilling to participate in student fund-raising activities or who do not meet prescribed quotas.
5. Student fund-raising activities are not to negatively impact on student academic study/learning time.
6. There is to be adult supervision of each fund-raising activity.
7. Elementary students (K-5) are not to participate in any type of door-to-door fund-raising activities. If door-to-door fund-raising activities are necessary at the secondary level, secondary students shall travel door-to-door in pairs or be accompanied by a parent/guardian or a staff member. When engaged in a door-to-door fund-raising activity, students are not to enter a house, apartment, etc.
8. Any fund-raising activities which could be construed as gambling (such as raffles and lotteries) must also adhere to existing legal requirements.
9. Whenever possible, consideration should be given to local businesses when purchasing the materials to be used in student fund-raising activities.
10. With input from principals, student fund-raising activities throughout the district are to be coordinated by the Director of Administrative Services or his/her designee, who will prepare an annual calendar of such events. The purposes of the calendar are to aid in the coordination of fund-raising activities and to maximize the success of those activities by minimizing potential conflicts. If, however, a conflict does arise, the Director of Administrative Services (or his/her designee) is to notify the appropriate principal(s) in order to try to break the conflict. If the conflict cannot be broken via some type of compromise, then the matter will be resolved in favor of the party which first correctly and completely submitted the fund-raising activity, through the principal, to the Director of Administrative Services (or his/her designee).

Disclosure of Financial Records of Organizations and Individuals Authorized to Conduct Fund-Raising Activities in the Seaford School District

The purpose of this provision is to provide the Board of Education of the Seaford School District (via the Superintendent or his/her designee) with a sufficient narrowly tailored means of accomplishing its substantial interest in preventing fraud and other illegal and improper activities in conjunction with fund-raising activities.

1. Any and all fund-raising organizations seeking to raise funds for, by, or in the name of the school, class, or officially sanctioned student organization or activity must agree, in writing, to abide by the terms of the Board's policy and regulation "Student Fund-Raising Activities". Organizations shall manifest such agreement by returning a signed copy of this policy and regulation to the principal within ten (10) days of the request for written approval of the principal. Principals or their designees shall not give written approval for fund-raising activities until the fund-raising organization returns a signed acceptance of this provision.
2. If the Superintendent and/or his/her designee concludes that the stated purposes of the fund-raising activity are not being advanced, the Superintendent and/or his/her designee shall issue notification to the organization that he/she intends to suspend or revoke or otherwise curtail or condition the organization's fund-raising privileges. The fund-raising organization may, within five (5) days of receiving such notification, request a hearing before the Board of Education pertaining to such determination.
3. For the purpose of fulfilling the end-of-year accounting report as stipulated in Board policy, the fund-raising organization (i.e., the president or other person responsible for the fund-raising organization's financial records and books) shall report to the Superintendent or his/her designee: (a) Summary of Fiscal Year Financial Activity, and (b) Financial Accounting of Fund-Raising Activity. The function of this reporting is to enable the Superintendent and/or his/her designee to

make a determination as to whether the stated purposes of the fund-raising activity are being advanced.

For reporting purposes, organizations shall use forms JJE-E-1 and JJE-E-2. Use of computer-generated reports can be submitted in lieu of the exhibit form provided they include the same detail/information.

4. Fund-raising organizations that do not keep their records and accounts with the school or school district shall, by 15 August of each year, submit the financial reports (as stipulated in #3 above) to the school principal.
5. The Superintendent, with the approval of the Board of Education, may from time-to-time hire independent accountants or otherwise qualified personnel to conduct or assist in an investigation.
6. The Superintendent and/or his/her designee shall not disclose the conclusion reached following the inspection to anyone other than the authorized members of the subject fund-raising organization. Said information shall not be made public. However, if the Superintendent or his/her designee determines that there is probable cause to believe that fund-raising activities have resulted in violations of law, the Board reserves the right to report such conduct to appropriate officials.

EFFECTIVE: 7/31/95

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