

Community Relations

Fundraising Activities / Funds Management

It is recognized that student fundraising is an acceptable tradition in the public schools. However, the loss of instructional time for fundraising or the disturbance of the normal school day by fundraising must be controlled.

Furthermore, all schools in the district are expected to follow sound financial management principles in fundraising activities. Regulations and guidelines as contained in the Regulations are to be enforced by all building principals and followed by all school personnel.

Policy Adopted: July 5, 1972

Policy Revised: August 25, 1982

Policy Revised: February 7, 1990

Policy Revised: November 8, 2000

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

Regulation 1324

Community Relations

Fund-Raising Activities/Funds Management

General Regulations (Applicable to All Fund-Raising Activities)

1. No fundraising activity shall take place without the permission of the building principal. (see permission form in Appendix) Board of Education approval is required for any fundraising activity with a goal of \$50,000 gross or more. A copy of all permission forms must be forwarded to the Superintendent's office.
2. Solicitation of students shall be permitted only if the use of instructional time is kept to an absolute minimum.
3. Solicitation by students in the schools must not be carried out in such a manner that it disrupts the educational process.
4. No student is to be involved in door to door solicitation. Students are not allowed to participate in any direct solicitation of the general public.
5. Students are not permitted to work on any project or fundraising activity that will in any way realize profits for any member of the staff or contribute to a staff member's personal business venture or personal property.
6. No fundraising assemblies are to be held at the elementary or middle-school levels during instructional time. Fund-raising assemblies at the high school level will be subject to the approval of the building principal who shall keep use of instructional time for such assemblies to a minimum.
7. Fund-raising that involves solicitation of ads for student publications (i.e., yearbooks, programs, etc.) requires prior approval of the principal. Such fund-raising should be kept to a minimum. No school or parent sponsored publication should accept advertising which includes either tobacco or alcohol promotion or which names businesses which are exclusively or primarily outlets for such products.
8. Fund-raising activities will not be allowed to purchase uniforms, athletic equipment or personal use items such as jackets. Neither will fund-raisers be allowed to send teams or individual athletes to "camps". Coaches will not be permitted to arrange for student purchases of any items of personal apparel denoting their school team, or other like designations. Such items may be purchased by all

students at the school store.

9. Any equipment donated to an individual school as a result of a fundraising activity must have prior approval of the Superintendent of Schools (see Policy #[3280](#) Gifts and Bequests).
10. Any group found in violation of the Board of Education policies and regulations concerning fundraising may be banned from carrying out any fundraising activities for up to one year.
11. The school will not promote or announce fund-raising or charity drives which represent political or religious interests.

Regulations Applicable to School Groups

1. All money raised in any fund-raising activity shall be deposited in the school's activity account or a special account established for that purpose.
2. The principal or authorized designee shall be the custodian of all accounts described in number 1.
3. Any disbursement of money from any fund as described in number 1 shall require the signature of the principal or authorized designee and at least one other authorized person.
4. No money that is donated or received by a school group from an outside group (Community Group, School Business Partner, Booster Club etc.) is to be deposited without the prior knowledge of the principal. Any such donation that is conditional must be approved by the Superintendent.
5. No money associated with school activities should be retained by staff or students. Daily deposits of money to the office are required. Teachers or other sponsors will be personally responsible for any lost money if such loss is due to a violation of this regulation.
6. All check requests from student activity accounts or other such accounts must be accompanied by either the bill or other receipt. No checks will be issued as a result of verbal request.
7. No payments from these accounts shall be made in cash.
8. All accounts shall be subject to at least an annual audit by a certified accounting firm (Board of Education auditors).
9. Within two weeks of the close of the fundraising activity a summary of the activity will be filed with the principal (see summary form in Appendix).
10. Students are not allowed to participate in any direct solicitation of the general public.

Regulations Applicable to any Parent Group *Intending to Engage in Fundraising

1. The formation of the parent group must be approved by the building principal or Superintendent's designee.
2. Each group will develop a statement of purpose, guidelines for fund-raising and a construction and/or by laws.
3. Each year such groups will elect officers and report this information to the building principal or Superintendent's designee.
4. A financial statement will be presented to the principal or Superintendent's designee monthly.
5. Student involvement in fund-raising activities of such groups must be approved by the principal or Superintendent's designee and must be in accordance with Board policy [1324\(a\)](#).
6. Students are not allowed to participate in any direct solicitation of the general public.

*Parent Group includes but is not limited to, Parent Teacher Organizations, Parent Teacher Associations, Booster Club.

Regulation Adopted: July 5, 1972

Revised: August 25, 1982

Revised: February 7, 1990

Revised: November 8, 2000

Bristol Public Schools

Bristol, Connecticut