

**AVERILL PARK CENTRAL SCHOOL DISTRICT
DONATION AND FUNDRAISING POLICY**

A. PURPOSE

The goal of the Averill Park Central School District Donation and Fundraising Policy (*the "Policy"*) is to encourage community partnerships that strengthen and enhance school programs, and create a climate of participation and cooperation between community organizations, private individuals and the District's schools. The Policy intends to meet this goal by:

- ◆ Sharing resources that benefit students and improve educational programs.
- ◆ Involving the schools and the private sector in cooperative efforts that enhance the quality of education for students at all levels.
- ◆ Protecting students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are exploitative, coercive, disruptive to the educational process, threatening to the health and welfare of students, or lacking in educational merit.
- ◆ Implementing a smooth and orderly procedure whereby schools and communities can cooperate and share resources.
- ◆ Assuring public funds are safeguarded and are properly accounted for in a transparent manner.

B. GUIDELINES

To further the purpose of the Policy, the District is guided by the following fundamental principles:

The District encourages the contributions of gracious donors who have the resources and the inclination to enhance the overall welfare of the District and/or positively augment the District's programs through philanthropy. The District is committed to effectively work with such donors to:

- a) Provide the donor with receipts that are mandated by law and encourage appropriate acknowledgment, and
- b) Facilitate the donor's charitable intent to the extent that it is in harmony with the educational goals of the District and approved by appropriate District personnel, and permitted under the law.

The District desires to provide reasonable regulation of the process of fundraising and accepting charitable gifts. Such regulation may include principles of accountability, record keeping, and appropriate protocols for safeguarding donated funds.

Fundraising is permitted within the District to the extent allowed by law and in accordance with the provision of this policy so as to allow the District and schools to raise additional funds to support academic and co-curricular programs, and to engage private individuals and community organizations in elevating the education and opportunities of the District's students.

The District will provide a healthy environment for appropriate fundraising by promoting student safety, ensuring compliance with Rule 19.6 of the Board of Regents, and decreasing the prospect of excessive or duplicative solicitation of funds.

The District may restrict or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable District policy and state and/or federal laws and guidelines. The District is ultimately responsible for the expenditure and allocation of all monies including those that are obtained through fundraising and gifts.

There are two separate types of fundraising to be addressed by this policy and subsequent regulations. One is Officially Sanctioned Activities (Section C). The other is General Fundraising performed by groups or individuals in the community that do not meet the criteria for Officially Sanctioned Fundraising Activities.

C. OFFICIALLY SANCTIONED FUNDRAISING ACTIVITIES

Schools, student clubs and organizations, sports teams, individual classes, booster clubs, PTA's and PTO's may conduct fundraising activities for the benefit of the schools, students, and student organizations within the District. The Policy provides guidelines for those fundraising efforts and a means for giving approval for such activities. For the purpose of this policy and guidelines, booster clubs, PTAs and PTOs will be considered School Sanctioned groups while the others mentioned above will be considered School Sponsored groups. The difference between these two groups is school sponsored groups have district personnel directly responsible for the activities of said group, while the School Sanctioned groups are run primarily by parents or volunteers that are not employees of the district.

▪ ***Authorization and Supervision***

Fundraising activities by both School Sponsored and School Sanctioned groups must be approved in writing by the Superintendent, Principal, or Athletic Director. School Sanctioned activities should be appropriately supervised in accordance with all District policy and guidelines.

Funds collected from School Sanctioned groups should be accounted for by the individuals in that organization, using generally accepted accounting procedures and guidelines.

Under no circumstances will any party engage in the direct solicitation of charitable donations from District students on school premises during school hours (*i.e., asking children directly to contribute money or goods for the benefit of a charity or organization during the hours in which they are compelled to be on school premises*).

NOTE: This prohibition does not apply to the purchase of a ticket to a dance, concert, play, or charity basketball game or similar event where a portion of the proceeds go to charity.

▪ ***Approval Criteria for School Sponsored Fundraising Activities***

Schools and the District may engage in fundraising efforts to enhance activities. These include, but are not limited to:

- a) Academic programs.
- b) Travel incidental to academic study, athletic competitions, or performance competitions.
- c) Sports and other related physical education and recreational programs.
- d) The occupational development of students.
- e) Performance opportunities.
- f) Facilities and equipment that will enhance student opportunities and programs.
- g) Humanitarian projects.

▪ ***General Fundraising Standards for School Sponsored Activities***

Faculty and student participation in fundraising shall be strictly voluntary.

- a) Participation (*or nonparticipation*) in fundraising may not impact a student's grade whether negatively or positively. Participation in fundraising shall not be a basis for the awarding of "extra credit."
- b) Students shall not be required to participate in fundraising activities as a condition for belonging to a team, club, or group; nor shall a student's fundraising effort affect his/her participation time or standing on any such team, club, or group.
- c) School and District fundraising activities will be accounted for using established school and District accounting systems and procedures. Records of School and District fundraising efforts, including accurate reporting on participation levels and financial outcomes, shall be open to the parents, students, and donors. Nothing herein shall be interpreted to require or authorize the release of personally identifiable information protected by the Federal Educational Rights and Privacy Act (FERPA).
- d) Upon consent of the principal of the school or the Superintendent of Schools, school personnel may distribute flyers or other literature, put up posters (*in pre-approved, designated locations*) or otherwise notify students of out-of-school fund-raising activities. However, school personnel may not act as a conduit and collect funds from students on behalf of a charity or organization for which they recruited, even though the funds were raised by students off school property and not during school hours.
- e) Funds collected for any school related purpose will be deposited in the appropriate extra-classroom fund and will be subject to audit. Under no circumstances should funds be deposited in personal checking or savings accounts, nor shall checks be written to a specific staff member.
- f) Door-to-door sales are strongly discouraged.

▪ ***Supervision Criteria for School Sponsored Activities***

- a) All proposed fundraising projects must be submitted in writing to the administrator for approval before any fundraising activity begins. Approved activities should be scheduled throughout the school year to avoid conflict, confusion, and excessive fundraising pressures.
- b) General supervision of fund-raising activities will be under the direction of the administrator with specific supervision by a member of the faculty or other District employee as appointed by the administrator for that purpose.
- c) Fundraising monies must not directly or indirectly compensate any individual teacher or school District employee by direct or indirect payment, commissions, or payment in kind. Fundraising monies may be used for the travel of teachers or school District employees who will be student supervisors or chaperones on District approved travel if the fundraising effort fully discloses the intended use of the funds.

D. PRIVATE FUNDRAISING

The District encourages anyone in the community wishing to donate or raise money for the benefit of the district do so while keeping the safety, health and well-being of our students and staff in mind. Any fundraising activity that is not covered by the above guidelines shall be considered Private School District Fundraising and should follow the guidelines below.

- ◆ Fundraising activities must clearly identify the fundraising activity under a name other than a school or the District.
- ◆ Students, school and District employees cannot identify themselves as such in these fundraising efforts.
- ◆ School and District employees must not forward fundraising information that is not School Sponsored or Sanctioned using their school district email without the approval of their building administrator.