

Students

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: FUND RAISING BY STUDENTS**

- 1) Fund raising is defined as selling merchandise or services in school, on school grounds, or in the community which the school serves.
  - a. No fund raiser should be planned without permission of an administrator.
  - b. An agreement or contract should not be signed by a teacher or student; agreements and contracts must be signed by the Building Principal.
- 2) Requests for fund raisers or fund raising events should be submitted by June 1 for the first semester, and November 1 for the second semester. No fund raiser should go beyond the discussion stage without specific approval from an administrator.
  - a. Advance planning will allow adequate publicity of fund raising activities and prevent misrepresentation of our fund raising activities in the school community.

If an organization or group has a fund raising proposal rejected, they will receive written notice and be given the opportunity to request alternate fund raising times or events.

A tentative calendar of fund raising events will be published before the close of school each June.
  - b. To initiate a fund raising event, a written request should be presented to the School Office to reserve a tentative spot on the calendar.
  - c. When no conflict exists on the calendar, the request will then be forwarded to the Principal who may sign the request and forward the request to the Superintendent. Either administrator may reject a request.
  - d. When the volume of requests results in conflicts for the same activity/event or overloading of the calendar, a committee composed of the advisors of the groups with conflicting requests, and an administrator, will meet and resolve the impasse.
  - e. Requests for fund raising requests/events will be acted upon by the administrator within a week.
  - f. Exceptions to the June 1/November 1 deadlines may be made upon request of an advisor and the approval of an administrator.

(Continued)

## Students

**SUBJECT: FUND RAISING BY STUDENTS (Cont'd.)**

- 3) Fund raising should benefit students collectively or in recognized groups. Fund raisers/events should not be for the benefit of individual students.
- a. Property purchased as a result of a fund raiser/event is for the use of students when they are part of student groups and should not be used to purchase personal consumable items. The materials or supplies become the property of Mount Pleasant Cottage School Union Free School District and must be available for reasonable use by other student groups.
  - b. Certain services for students, such as training and entrance fees, may be paid for by funds derived from fund raisers/events, upon the recommendation of the advisor/coach and with the consent of an administrator.
  - c. Fund raising should be limited to educational purposes, either directly or indirectly. Fund raising for purposes of amusement will be given the least priority.
  - d. Approval of a fund raising activity/event is for that request only. Future fund raising requests will be approved based upon total criteria contained in this regulation. Preference will be given to groups who have previously put on activities/events judged satisfactory by the administration.
  - e. The approved organization or group sponsoring a fund raising activity will be responsible for:
    - (1) Security, if the need is determined by the administration.
    - (2) Prompt and reasonable clean-up of any indoor/outdoor area used by the group, or payment for custodial services rendered.
    - (3) Chaperones; however, teacher paid chaperones may be provided by the Mount Pleasant Cottage School Union Free School District.
    - (4) Setting up an accountable ticket system, a system to securely handle all funds, adequate workers to put on the activity, the preparation of all report forms and the prompt payment of all bills in the prescribed manner.
    - (5) Those groups which complete all of their responsibilities appropriately, in the opinion of the administration, may then apply for the same or similar activity in the following year.

(Continued)

## Students

**SUBJECT: FUND RAISING BY STUDENTS (Cont'd.)**

- 4) Under no circumstances may staff require, or give the impression that they are requiring, students to sell items or pay a fee to defray a portion of the expenses of the District's educational program.
- 5) Groups or organizations are responsible for the collection of any appropriate sales taxes and remission of the same to the New York State Division of Sales Tax.
- 6) When conflicts arise between groups/organizations for the same or similar fund raisers/events, the following criteria, in general, shall apply:
  - a. The past performance of a group/organization in carrying out their fund raising responsibilities as outlined in this regulation, will be considered.
  - b. The purpose for which the funds are being generated will be a factor.
  - c. Broader-based student groups shall be given consideration over groups of narrower student focus.
- 7) Fund raisers/events will not be approved by the administration without a very specific purpose for the use of the funds and as specified in the Request for Fund Raising Activity (Form #7450F).
  - a. Deviations for the spending of the funds must be approved by the administration.
  - b. Appropriate publicity must be given to any splitting of funds so that the public is fully aware of who will be receiving shares of the funds generated.
  - c. Any equipment/materials and supplies purchased by the group must be approved by an administrator in advance of ordering. In the area of sports equipment or materials and supplies, the Athletic Director shall also agree to the appropriateness of a purchase prior to ordering.