

## STUDENT FUNDRAISING ACTIVITIES PROCEDURES

When fundraising by students or organizations does take place, it will proceed under the following guidelines:

1. Fundraising projects, to be approved, must directly benefit students or raise funds for charitable purposes or of benefit to the school or community.
2. Fundraising projects to replace items included in the school budget will not be allowed.
3. The projects will not conflict with the academic and/or the student activities master schedule.
4. A formal written fundraising request for all in-school groups will be submitted by the group and their advisors to the principal not later than two weeks prior to the start of the fundraising event(s).
5. The use of K-6 students to solicit or collect funds door-to-door is prohibited.
6. Direct solicitation to homes and businesses except for magazine drives, sale of tickets to scheduled athletic events and school performances, sale of advertising space in school publications, Dollars for Scholars, bottle drives is discouraged.
7. The use of any staff for the collection, accounting, and storage of funds collected by parent/booster organizations, etc. is prohibited.
8. Fundraising projects which result in a service rendered by or product produced by students are preferred over those which do not. In no case will projects involving the sale of candy or where a product is significantly over-priced be allowed.
9. Prior to approval, all proposals will be screened on a district-wide basis to avoid conflicts. If conflicts exist, resolution will follow traditional fundraising efforts first, and first come, first served thereafter.
10. The principal will approve or disapprove all fundraising requests by in-school groups. In the principal's monthly School Committee report, fundraising requests approved will be included.
11. The Superintendent may waiver or make exceptions to these guidelines if he/she feels a waiver is appropriate.
12. The School Committee will be notified by the Superintendent of waivers/ exceptions granted.