

POLICY FAMILY	REVENUES	913
<p>Fundraising</p> <p>Adopted 5/25/16</p>	<p>The Shrewsbury Public Schools benefit from fundraising in a variety of ways. Historically, important funding for academic and co-curricular activities has been provided through various channels, including direct donations from individuals and businesses through fundraising campaigns or events organized by the School Department; donations from affiliates such as parent-teacher organizations (PTOs), the Shrewsbury School Music/Theater Association, Shrewsbury Athletic Boosters, Shrewsbury Education Foundation, etc.; and unsolicited gifts from individuals who may wish to support a particular aspect of the school district’s mission or programming, including scholarships. Shrewsbury Public Schools students and staff also engage in a variety of fundraising for specific purposes, such as activities to raise funds for particular student programs (class activities, school sponsored trips, academic or athletic team needs, etc.), as well as for charitable causes (donations in response to natural disasters, community needs, etc.). This policy’s intent is to provide clarity regarding guidelines for approval and participation in fundraising activities by students and staff.</p> <p>Definition: For the purposes of this policy, fundraising is defined as activities that involve the participation of students and school staff in soliciting and collecting funds for a defined purpose, where students and staff utilize school resources (such as student and staff time, the school facility, school materials, etc.).</p> <p>Guidelines:</p> <ol style="list-style-type: none"> 1) Any fundraising activity that involves active participation of students and/or staff members must be approved by either the Superintendent of Schools or designee (if district-wide) or the participating school’s principal or designee (if school-based). When determining whether to approve, the Superintendent, school principal, or designee will consider issues including the intended purpose of the funds to be raised; the logistics and manageability of the proposed fundraiser; the total number of fundraisers held or requested for that school year; as well as any other issues salient to how the fundraiser might impact the district or school. 2) Fundraising that is conducted through the participation of students and/or staff members must be for a purpose that benefits a school or community need, or that promotes students’ development of compassion through service to others and/or charitable donations to worthy causes. 3) Students and their families may not be compelled to participate in fundraising activities. While the fundraising entity may strongly encourage or incentivize participation, it must be mindful of the age of the students involved and the ways in which it is promoting the fundraiser, so as not to create undue pressure on students or families. 4) Fundraising activities that occur outside of school campuses must not place students in situations that create undue risk (e.g., individual door-to-door solicitation). 5) Fundraising for a student member of a school community who is in need may be approved, such as a fundraiser designed to assist or honor a student who experiences a serious illness, hardship or tragedy. Official district or school fundraising will not be done for the direct benefit of an adult member of the school community (staff or parent), though fundraising for a related charity in an adult school community member’s honor may be approved. <p style="text-align: right;">Continued on next page.</p>	

6) Collecting funds for specific purposes such as field study fees, class dues, athletic or performance admission fees, etc. are not considered to be fundraising, and students who do not pay such fees may be prohibited from participating in certain activities, with the understanding that the school may provide financial aid or waive certain fees when possible and appropriate.

7) Fundraising should involve contributions made by check, money order, or online payment wherever possible. Where cash or coin donations are appropriate, the collection process must include daily storage of collections in the school safe or by bank deposit along with appropriate documentation. Fundraising conducted by the school or district will conform with all applicable laws and regulations regarding the management of funds (e.g., those governing student activity accounts).

8) While the district or schools may facilitate the collection of funds for approved fundraising conducted by district or school partners (such as PTOs, booster groups, the Shrewsbury Education Foundation, etc.), the safekeeping, deposit, and financial management of such funds are the responsibility of the partner organization conducting the fundraiser.

9) The district and schools reserve the right to reject donations made to fundraisers, including those that are made based on contingencies (i.e., “strings attached”).

10) The school district may communicate or post messages for community fundraising that is not related to the schools if the group and message qualify under Policy #654: Distribution of Information Through the Schools.

This policy will be reviewed within five years of its adoption.