

New Shoreham School Department  
Block Island School

Introduction:

The New Shoreham School Committee makes every effort to provide sufficient funding for its programs and activities. However, the School Committee acknowledges that additional funds may be needed for initiatives that extend beyond the budget and enhance and enrich student education and related activities. The School Committee recognizes that Parent/Teacher and Booster Organizations such as Block Island School Friends, Lion's Club and other donors are a significant source of funds for these purposes. The School Committee encourages the principal and teachers to support their school based PTO and Booster organizations through cooperation and communication to ensure harmony with the policies and goals of the District.

The Committee is appreciative of such activities on behalf of students in the District, however, fundraising activities of this type should not be utilized as a substitute for programmatic and other school budget initiatives. This policy is enacted to ensure that such fundraising activities comply with applicable state law, rules, guidelines, best practices, and other District policies.

1. Parent/Teacher Organizations:

Following are guidelines for Parent/Teacher Organization fundraising:

- Parent Teacher Organization fundraising activities should result from a meaningful dialogue between administration, parents and teachers. Therefore, each site based administrator shall review fundraising proposals to assure and confirm compliance with policies, guidelines and state statutes and assess its impact on instruction.
- All donations of materials, supplies, equipment and/or services shall be made to and become the property of the School District.
- Student participation in fundraising activities shall be voluntary. Door-to-door solicitation by students from any grade level is prohibited.
- Neither students nor their parents shall be given a mandated fundraising target as a requirement for participation in any school sanctioned field trip or other activity.
- Fundraising activities involving the sale of food items must conform to the School District's Wellness Policy.
- The school PTO may not obligate school funds, personnel or property without prior approval of the School Committee.
- Any fundraising group or organization must maintain a separate savings or checking account under that organization's name, federal identification number and, if applicable under its own state tax free designation. Such fundraising groups shall agree to a School District financial audit, from time to time, and

further comply with all rules, regulations and laws pertaining to non-profit tax free organizations.

- Funds generated by such organizations shall not be commingled with student activity funds unless such funds are donated to the School District, with prior approval of the School Committee. Such donated funds shall be spent for the purposes for which they were raised and handled consistent with guidelines, procedures and protocols issued by the Superintendent of School from time to time.

## 2. Booster Organizations:

Any support group raising funds to enhance a student activity shall be considered a Booster Organization. The School Committee assumes the responsibility for providing all staff, equipment, facilities and uniforms required for participation in approved programs. Booster organizations may seek to enhance these programs through fundraising and volunteer assistance.

The guidelines for providing this support are:

- At the start of the school year the building principal shall submit to the Superintendent a list of all recognized booster organizations and fundraising activities planned for the year.
- Additional organizations must seek recognition from the principal, who shall report all changes to the Superintendent.
- A district calendar shall be maintained so that events are coordinated.
- Each booster organization will identify a representative who will act as liaison to the building principal.
- The building principal will be responsible for providing leadership of the booster organizations in the building through an administrator, staff person or committee structure (i.e. students, teachers, parents) of his/her designation. This responsibility shall include:
  1. Coordinated fundraising events as to prevent unnecessary strain on the resources of the community;
  2. Ensuring that fundraising goals and activities are appropriate and follow School Committee policy;
  3. Ensuring that identified needs are submitted to the building principal through the established budget procedures. Unforeseen situations warranting the departure from these budget procedures must be presented to the principal or designee for written approval;
  4. Communication to the Superintendent of conflicts that arise from fundraising activities.
- Booster organizations may not obligate school funds, property or personnel without prior approval of the School Committee.

- All donations of materials, supplies, equipment and/or services made to the District upon prior approval of the School Committee and shall become the property of the New Shoreham School Department with the exception of gifts and awards given directly to individual students.
- Neither students nor their parents shall be given a mandated fundraising target as a requirement for participation in any school sanctioned field trip or other activity.

### 3. Use of Fundraiser Proceeds for District Field Trips:

In accordance with state law, regulation, guidance, and policy, donations from fundraising may be received and applied to fund District field trips with prior approval from the School Committee upon recommendation made by the Superintendent. However, the donating entity or entities shall sign an affirmative statement that the sources of funds were not based on student mandated fundraising targets for participation in such field trips.

### 4. District Fundraisers:

The District may engage in fundraising efforts for initiatives that extend beyond the budget and enhance and enrich student education and related activities. Such fundraisers shall be pre-approved by the Superintendent of Schools.

- Student participation in fundraising activities shall be voluntary. Door-to-door solicitation by students from any grade level is prohibited.
- Neither students nor their parents shall be given a mandated fundraising targets.
- Fundraising activities involving the sale of food items must conform to the School District's Wellness Policy.
- PTOs may not obligate school funds, personnel or property without prior approval of the School Committee.
- Proceeds of all fundraising activities shall be periodically remitted to the site based administrator or designee who shall maintain such funds in a segregated account. A verified periodic accounting, as set by the Superintendent from time to time, shall be submitted from the site based administrator to the business manager.
- Funds generated by fundraising shall not be commingled with student activity funds. Such donated funds shall be spent for the purposes for which they were raised and handled consistent with guidelines, procedures and protocols issued by the Superintendent of School from time to time.

Presented: July 22, 2019

Adopted: September 16, 2019

New Shoreham School District, Block Island School