

## STUDENT FUND RAISING ACTIVITIES

In general, the committee disapproves of fund raising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. Sale of advertising space in school publications.
3. A fund-raising activity approved by the superintendent.
4. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building principal and superintendent.

No money collections of any kind may be held in the schools without the specific consent of the committee.

CROSS REFS.: JP, Student Gifts and Solicitations  
KHA, Public Solicitations in the Schools

## FUND-RAISING

### I. DEFINITION

Fund-raising is defined as any event, solicitation, or sale of goods or services intended to make a profit (or has a history of making a profit) for the benefit of the Medfield Public Schools and its programs.

### II. GENERAL

- A. Fund-raising activities may only be conducted through approved school support/student groups.
- B. All fund-raising events must be approved by the appropriate principal/administrator who will seek approval from the Superintendent at least three weeks prior to the event.
- C. The Superintendent will inform the School Committee of all out of the ordinary fund-raising events and, in special circumstances, may request School Committee approval for an event.
- D. All groups will refer to the system-wide calendar and take into consideration the events sponsored by other groups when planning the nature and date of a fund-raising event.
- E. Fund-raising organizations will exercise consideration in soliciting merchants and community members.
- F. If a fund-raiser is held for the purpose of replacing an item removed from the budget by the School Committee, the principal must seek School Committee approval prior to the fund-raiser.
- G. Fund-raising policy guidelines will be distributed to all appropriate school support groups annually by the appropriate principal/administrator.
- H. Each support group must prepare an annual written report listing fund-raising activities, amounts raised, and distribution of such funds for the completed school year. The report should be submitted to the appropriate principal/administrator who will forward it to the Assistant Superintendent for submission to the School Committee by July 15.

### III. DISBURSEMENT OF FUNDS

- A. All donations of funds, equipment or programs (new/existing) must be approved by the appropriate principal/administrator and reported to the Superintendent.
- B. Items removed from the budget by the School Committee may be replaced only with School Committee approval.

IV. SOLICITATIONS

A. BY NON-SCHOOL ORGANIZATIONS

1. Solicitations of any kind (sales, memberships, donations, etc.) from an organization or business outside the schools must be requested in writing from the Superintendent. If approved, the Superintendent will grant permission in writing.
2. Students' names will not be provided to outside organizations or businesses.
3. Requests for reasonable publicity for activities of interest to school age children may be honored when to do so will not create a nuisance to staff members. These requests must have the written approval of the Superintendent (e.g. scouting announcements, Little League sign-ups, etc.).
4. Collection of money for non-school related fees or dues during school hours is prohibited (e.g. Medfield Youth Soccer fees).

B. DOOR-TO-DOOR SOLICITATIONS

The Medfield School Committee recommends that "door-to-door" solicitations be limited to relatives, friends, and known neighbors of the students. This type of solicitation by students in grades kindergarten through grade three is strongly discouraged.

V. PUBLIC GIFTS TO THE SCHOOLS

A. GENERAL

The Superintendent is authorized to accept, on behalf of the School Committee, donations which are made to the schools. In cases in which he/she doubts the wisdom of accepting the gift, he/she may refer the decision to the School Committee. The School Committee shall acknowledge all gifts valued over \$100.00 unless the donor requests anonymity.

B. GIFTS TO SCHOOL LIBRARIES

The use and selection of gifts to the school libraries shall be subject to the terms of the library materials selection and adoption policy (see reference below).

Current practice codified 1976

Approved: 5/20/91