

FUNDRAISING

The Berlin Central School District Board of Education hereby finds and declares that the operation and delivery of desirable educational programs may depend upon local fundraising activities by students. The Board further recognizes the limited financial resources of the community and the need to limit the number of such activities occurring at the same time.

All fund raising activities in support of extra-curricular and interscholastic activities as well as fundraising activities for the purchase of materials, equipment and services for the support of academic activities shall be approved by the Board of Education prior to implementation.

Except in the event of an emergency request, requests to solicit charitable contributions for Board approved activities must be reviewed by the Board of Education as part of the regular agenda of a Board meeting.

The Board shall not approve, nor shall students participate in highway coin drops in relation to any school activity. Student participation in all fundraising or similar activities approved by the Board shall be strictly and wholly voluntary, and in full accord with such other rules, regulations and conditions that may be imposed by the New York State Education Department or the Board of Education.

Procedures

Building/Extra-classroom Fund Activities:

The Superintendent shall submit to the Board of Education, for its consideration and approval, a listing of all activities, district-wide or by building for which charitable contributions may be solicited in the community during the coming school year. Once such activity is approved by the Board, the Superintendent or a building principal may issue a letter of approval that may be used to demonstrate to potential contributors that such activity has been approved by the school district.

All such activities shall submit, as part of an application for Board approval, an estimate of the amount of funding that such activity will seek from the community for the coming school year.

The school district is responsible for the coordination of the following fundraising activities, which are initiated by school employees, the proceeds of which are deposited to the credit of the Extra-classroom Fund or other funds maintained by individual school buildings: sales of yearbooks, gift wrap, magazines, candy and flowers; book fairs; and other activities conducted on school property for which approval must be sought from the building principal at least 30 days prior to commencement of the fund-raising activity.

For the purposes of this policy, charitable fundraising and contributions shall not include:

1. The proceeds of admission fees to interscholastic athletic events, which are deposited to the credit of the District General Fund.
2. The sale of consumable goods such as food and clothes, with the exception of candy that is sold as a part of a fund-raising effort for organizations included within the Extra-classroom Fund or individual school building funds.
3. Proceeds from the sale of any periodical publication of the District, including the school yearbook, newspapers and cookbooks.
4. Services for which labor is provided such as car washes, food drives etc.
5. The activities of independent clubs, organizations or associations offering services to district students

General Fund Activities:

Activities requiring the expenditure of school district funds (eg. Staff salaries for coaches and advisors) shall be submitted to the Board of Education with a complete budget for the activity, which has been presented to and approved by the School Business Official. Such activities shall be subject to review and approval of the Board of Education at a regular meeting prior to commencement of such activity. Upon Board approval of such activities, the Board shall increase the appropriation to the General Fund in an amount equal to the funds anticipated in connection with the activity approved and shall report such increases as required by law or regulation.

Expenses for activities requiring disbursement of funds through the school district accounting system shall be paid in full to the School Business Official no less than five business days prior to the date upon which such funds shall be encumbered or expended, or five days prior to the commencement of the activity.

References

New York State Constitution art. VIII Sec. I
8 NYCRR 19.6

Education Law Sec. 414

"Guidelines Relating to Solicitation of Charitable Donations from School Children," January 1994