

## **SOUHEGAN Policy**

### **JJE- FUNDRAISING ACTIVITIES**

The Board recognizes that students, faculty/staff, coaches, and/or club advisors may wish to engage in fundraising activities. All such fundraising activities require the approval of the Principal for general fundraising or the Athletic Director for sports or club related fundraising. In both cases, the designee is responsible for ensuring that all fundraisers are conducted appropriately. If questions arise, the superintendent and school board should be consulted. A form should be completed and submitted either to the principal or athletic director (depending on the group) for approval for any fundraising done on school property.

Prior to receiving approval, students, faculty/staff, coaches and/or club advisors must show evidence that the fundraiser is reasonable, fair, has an identified purpose, and raises a reasonable amount for one organization. No team, club, or group should have more than one fundraiser per year excluding concessions. The individual fundraising activities for each student should not exceed \$100 per sport, club, or organization per year and the total amount raised for each fundraiser should not exceed identified need. Participation in fundraisers is voluntary. Under no circumstances will it adversely affect one's status or membership in an organization/group should one choose not to participate in a fundraiser.

Exceptions may be made to the limit on per student fundraising in the cases where students need to raise funds to cover the expenses surrounding travel to represent or compete for the school, i.e., Mock Trial, Destination Imagination, and/or band/chorus travel to Disney World. Other exceptions to the limit on per student fundraising will be made by the Principal on a case by case basis after a thorough review.

If the fundraiser is approved, all fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee and these accounts shall be audited annually. A copy of the signed approval form must be submitted in order for the money to be deposited in the school activity account. Funds raised in one school year should be utilized in the same school year.

**Adopted - June 2, 2011**