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## Administrative Regulation:

#231.1

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### Fund Raising

1. The principals and Business Office will coordinate all fund raising activities in order to minimize time spent by students on these activities and to minimize the overlap among competing campaigns, as well as to limit the number of requests for funds to a Maynard family or business.
2. Small fund raising activities must be approved at least two weeks in advance of the activity, in writing, by the principal (see attached form). Events which require over \$2,000 to be raised, or fund raisers which anticipate spending or taking in over \$2,000 require the approval of both the principal and superintendent at least six weeks in advance of the fundraiser. The Business Office will insure that a current list of approved projects is circulated to all Maynard schools and to interested support groups, and that such information is published in school newsletters. See also #7 below.
3. In the event that substantial funds need to be raised, or that significant student involvement will be necessary (for example, a "show" requiring practices whose purpose is to raise funds), a comprehensive plan for reaching the goal will be developed. This plan should be developed by staff and include input from students, parents and administration. The plan must be approved by the principal and superintendent or designee. Financial information will also be included to inform students and parents as to costs involved should the fund raiser not make the goal. (cost for the trip will be no less than \$ and no more than \$). In developing the plan, an expense budget must be included. The budget must include any expense related to the use of school facilities, mandatory hiring of custodians or kitchen staff. That is "fund raisers" should not cause any hidden expense to the school budget. See #8 below. The plan shall also include how excess funds will be settled.
4. For fundraising activities like raffles and events including games of chance, the require permits must be obtained prior to the event or sale of tickets.
5. Participation by students in any fund raising activity will be voluntary. Any student who does not wish to participate in a fund raising event shall not be coerced nor discriminated against. Fund raising by a student will not be used as a prerequisite for participation in a club or activity. Fund raising quotas will not be set for students.
6. The Maynard Public Schools will provide adequate funds for athletic uniforms and in state transportation; and for music performance specialized clothing and in-state transportation; thus,

fund raisers for these purposes will not normally be approved. A principal who receives such a request (for these items) will confer with the superintendent prior to granting approval for such a fund raiser.

7. Solicitation may not occur in classrooms. Solicitation materials may be placed in staff mailboxes only with the permission of the principal.
8. Checks will be made out to the school or sponsoring organization, not to the fund raising individual. Funds raised on behalf of students are normally deposited in the Student Activities Account, which is subject to oversight by the business office, Town Treasurer and Accountant, and annual audits. When funds are raised by a group on behalf of the schools, (for example, a PTO, Friends of WAVM, Band and Chorus Parents, Friends of the Green Meadow Playground, Maynard Boosters, etc., and the Student Activities account is not to be used, the accounting/oversight process needs to be in place and made known as part of the fundraising approval process. See #2 and #3 above.
9. Funds raised by a group may be used to purchase a gift for a staff member to express appreciation or gratitude for their work with or for the students. Such a gift should have a value of less than \$50.00. Funds raised by a group may not be used to increase the stipend of a staff member.
10. The principal is responsible for the conduct of fundraising activities conducted on school property and for those activities which involve student participation. No student shall gain an academic advantage by participating in a fundraiser.
11. Customary fund raising activities include the following events. The Green Meadow Parent Group conducts a magazine drive, holiday shop and spring carnival. The Fowler Parent Group conducts a sale of gift wrap. The friends of WAVM conduct Ice Cream Socials. The Band and Chorus Parents collect donations at concerts in grades 8-12. The Booster Club sells refreshments at Alumni Field for home athletic events, collects money donations and runs a raffle.
12. Each year the schools receive numerous requests from worthy charities to have students solicit funds or to engage in walkathons, readathons, etc. These activities, however worthy, can distract students from their academic tasks and are not normally approved. Organizations outside the school that hope to use students to raise funds for community use, must make application to the principal. Only when a student organization chooses to take on such a project will the project be approved. WAVM students are permitted to conduct the Beacon Santa Telethon.
13. Sometimes the purpose of fund raising is to create a scholarship fund to defray - for students - the expense of a field trip, overnight trip or activity fee. The principal is personally responsible for insuring that such scholarships are distributed fairly to students in need. A student's participation in helping to raise funds may be considered as a factor in awarding scholarships. It may be necessary for the principal to verify the completeness and accuracy of financial data offered by a family in requesting funds. Federal and State regulations will be followed regarding privacy and other issues.

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Current Version: 1/22/2015

Earlier Versions: 9/09, 2/08, 10/00, 5/00, 9/95, 11/94

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TODAY'S DATE: \_\_\_\_\_

CLASS / ORGANIZATION \_\_\_\_\_

ACTIVITY REQUESTED:\* \_\_\_\_\_

PURPOSE OF FUNDRAISER: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

SITE OF ACTIVITY: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_

TELEPHONE \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED: \_\_\_\_\_

Building Principal

DATE: \_\_\_\_\_

\* If the sale of commercial goods is proposed (example magazines, gift wrap, food, candy) attach an explanation of the cost of the items vs. the amount of profit to be made by the sponsoring organizations.

CC: To Business Office