

The guidelines below replace fundraising policies JJE and KHA.

**DRAFT 4.0 - 6/18/19**

## **FUNDRAISING AND SOLICITATIONS IN SCHOOL**

### **PHILOSOPHY AND PURPOSE**

The Hanover School Committee is committed to providing all students with a high quality education in a nurturing environment. The annual appropriation of local funds that are needed to realize this vision will continue to be a Committee priority. The Hanover School Committee recognizes that fundraising/solicitations enable student organizations, community/booster organizations, and adoptive partners to fulfill important, worthwhile goals that support our students and school community. The School Committee also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, families, and the community in general.

All fundraising projects and activities by schools, or groups within the school, shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

Each school shall continuously evaluate its fundraising projects and extracurricular activities, the promotion of educational experiences, the time involved for students and teachers and the additional demands made on the school community. Instructional time shall not be used in planning, promoting or executing fundraising projects unless a project is a direct part of the planned course curriculum.

### **GUIDELINES**

The School Committee will place limits on commercial activities and fundraising activities in the schools for the following reasons:

1. The school district should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fundraising organizations.
2. The school district should not give the public the impression of generally endorsing or sanctioning commercial and fundraising activities.
3. Commercial and fundraising activities may disrupt the school routine and may cause loss of instructional time.
4. When the building Principal or Superintendent consider the fundraising proposal, they shall take into consideration the good name and reputation of the Hanover Schools.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fundraising activities related to the objectives of the schools in accordance with the following:

1. All fundraising activities involving Hanover students must be conducted by a sanctioned Hanover Public Schools (HPS) organization (e.g.: club, class, team, etc.) or a recognized HPS external support organization (e.g.: HPTA, HFEE, FHMT, Athletics Boosters, Permanent Scholarship Fund, etc.). Any fundraising efforts under the management of non-sanctioned organizations must be authorized in advance by the School Committee (e.g. Fun Run Organization).
2. All non-athletic fundraising requests will be submitted to the building Principal. All athletic fundraising requests will be submitted to the athletic director who will make recommendations to the building Principal for approval. All requests must be submitted on the pre-approved request form utilized by the HPS.
3. The School Committee must authorize, in advance, all fundraising activities expected to generate more than \$10,000 in net proceeds.

4. Participation in fundraising activities is always voluntary, and no student shall be compelled to participate in fundraising activities or be penalized in any capacity if he/she does not participate. Fundraising by a student will not be used as a prerequisite for participating in an activity or club. Fundraising programs that utilize individual incentives, academic rewards (e.g. homework passes for individual students), or quotas will not be permitted.
5. The School Committee recognizes that private organizations or individuals, parents, or businesses may want to provide financial support or other gifts to improve the school facilities or programs or otherwise enhance the quality of the educational experience for all Hanover students. These donations must be approved by the School Committee during a public meeting.
6. The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications that require the sale of advertising to sustain them and serve the student body and/or the community may involve students in such sales.
7. Charitable fundraising activities, especially those that are part of a community service event or program, are permitted provided such proposals are submitted through the approved process and authorized by the principal at the building level or Superintendent at the district level.
8. No door-to-door sales or solicitations “canning” involving students or teachers representing school-sponsored teams, clubs, or activities will take place. However, students may solicit family members and neighbors known to the parents. In general, the Hanover School Committee discourages the sale of goods produced by companies for profit, such as magazines, candy, cookies, and similar items. Exceptions may be authorized by the Superintendent related to longstanding events (e.g. Camp Squanto).
9. When planning to raise funds, the intended purpose of the activity and the financial goal will be clearly communicated to the intended audience. ~~For example, if a book fair is planned to raise \$2,000 to support the school library, that detail shall be included as part of the marketing strategy.~~
10. Every September, each Principal shall maintain and submit to the Superintendent a record of all recognized organizations and all pre-arranged or expected fundraising activities planned for the school year. Organizations must seek approval from the building Principal for events planned during the school year. The Principal will forward all changes and additions to the Superintendent.
11. At the conclusion of an approved fundraising activity, the authorized group shall submit a financial report to the Principal and Assistant Superintendent for Business and Finance on a form prescribed by the district. A list showing all activities for which money is collected shall be on file in the business office.
12. The School Committee recognizes that the number of fundraising endeavors and requests for donations can be a strain on the time and resources for families – especially those with children in multiple schools. To help maintain a reasonable number of requests;
  - a. Principals shall collaborate with each other to limit the number of school-sanctioned fundraisers for charitable purposes each year amongst schools to prevent redundancy and limit the number of requests in the district. It is understood that the number of events is increased at the secondary level related to community service opportunities, individual clubs, and student projects.
  - b. ~~Collections for field trips and academic events shall be restricted to only what is necessary.~~ Principals shall be expected to budget accordingly for activities and events related to the curriculum and work with authorized partners to support field trips and in-house enrichment programs without requesting additional funds from families whenever possible.



## Fundraising Request Form

This form must be submitted no less than one month prior to the event.

<b>Name of Organization or Activity:</b> _____		<b>Contact Name:</b> _____	
<b>Telephone Number:</b> _____		<b>Email:</b> _____	
<p><b>Activity:</b>   <input type="checkbox"/>   <b>Non-Athletic</b> (submit to building administrator)</p> <p>                  <input type="checkbox"/>   <b>Athletic</b> (submit to athletic director who will review and forward with recommendations to the building administrator)</p>			
Activity/Event Information			
Date(s)	Location	Start Time	End Time
Description of Activity or Event:			
All Proceeds from this Event will Benefit:			
Proceeds will be used for:			

If you have any additional information you would like to include for consideration, please attach it to this form.

By signing below you agree to comply with the Hanover School Committee Policies.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date