

COLCHESTER SCHOOL DISTRICT**POLICY: FUNDRAISING****DATE ADOPTED:** September 5, 2023**PURPOSE:**

It is the intention of the Colchester School District (CSD) to fund its educational programs through the General Fund Budget approved by the voters whenever possible and practical. Fundraising in schools is not the primary purpose of the School District and cannot interfere with the educational programs or have a negative impact on instructional time. Fundraising shall occur only when it supports district goals. The School Board recognizes the need to prevent exploitation of students, families and the community. The purpose of this policy is to regulate fundraising to prevent the exhaustion of the resources and good will of the community.

DEFINITIONS

Major Fundraiser: A major fundraising activity is one that involves or may involve the entire Colchester community. (Example: Crowdfunding)

Minor Fundraiser: A minor fundraising activity is one that involves only the students from a school program, classroom, team or other subset of the school building or School District. The activity does not involve the entire Colchester community. (Example: Selling a product like gold cards or poinsettias, or trading a service like raking leaves.)

GUIDELINES

1. No fundraising activity can begin (advertising and gathering of funds) until the fundraiser is approved by an administrator. The Superintendent of Schools is the approving authority for all major fundraising activities. Building Principals retain this authority for minor fundraising activities within their school building.
2. No fundraising activities or purchases shall cause an increase in the School District's liability either financially or otherwise.
3. No staff member or student shall be coerced or forced to participate in fundraising activities.
4. Any activity, which is partially funded by the School District, must be completely controlled by the School District.
5. The School Board cannot supervise or control the fundraising activities of any outside organizations. However, the district will only receive funds and/or goods

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to support school-sponsored activities and programs from organizations that comply this policy and accompanying procedures.

6. All fundraising revenue and expenditures for a school based activity must be through a district student activity account and shall follow the policy and procedures of the Student Activity Account Policy E4 and the Donations Policy E10.
7. The Superintendent shall develop procedural regulations to implement the intent of this policy. The procedures shall be reviewed annually and training will be provided to individuals who engage in fundraising activities.