

Policy

FUND-RAISING ACTIVITIES

The Ventnor Board of Education recognizes the value of having students participate in fund-raising activities, both as individuals and as groups, in order to help defray the cost of certain noncurricular field trips, or other worthwhile programs, or in support of a board approved charitable cause.

For purposes of this policy, "student fund raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services except those goods and services which are part of a board-approved program of the schools. All fundraisers shall be approved by October 1 of each school year.

The board prohibits the collection of money in school or on school property or at any school-sponsored event by a student for personal benefit. Collection of money by school organizations approved by the board shall be approved by the principal. Collections by organizations outside the schools or by students on behalf of such organizations shall be approved by the chief school administrator.

The board shall not be responsible for the protection of or the accounting of funds collected from students by organizations outside the schools, by teaching staff members when not required to collect money for a board-approved purpose, and by school-connected organizations. Funds raised by school-sponsored activities shall be deposited in the proper district accounts.

The board prohibits fundraising activities by school-sponsored groups or outside organizations that encourage or require door-to-door solicitation.

Cash Handling Protocols:

- ***Daily Turn-In Requirement***
All funds collected during fundraising activities must be turned in daily to the Building Principal or their designated representative. Under no circumstances may funds leave the school building.
- ***Secure Overnight Storage***
If funds cannot be deposited immediately, they must be stored overnight in a secure, locked location within the school office (e.g., safe or locked cabinet).
- ***Cash Count Slip***
Each submission of funds must be accompanied by a Cash Count Slip, which includes:
 - Date and time of collection,
 - Total amount collected
 - Names and signatures of at least two individuals who counted the funds
 - Signature of the Building Principal or designee upon receipt
- ***Deposit by Business Clerk***
The Business Clerk shall deposit all collected funds within 24 hours of receipt, into the appropriate district account.
- ***Reconciliation and Record-Keeping***
The Business Clerk is responsible for reconciling deposited amounts against the Cash Count Slips. Any discrepancies must be promptly investigated and resolved.
All documentation (Cash Count Slips, deposit records, reconciliation logs) must be retained according to district and state record-retention policies and made available for audit.

Adopted:	No date
NJSBA Review/Update:	November 2010
Readopted:	June 22, 2011
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FUND-RAISING ACTIVITIES (continued)Key Words

Fund Raising, School-connected Organizations

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:19-14	Funds derived from student activities
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:23-1	Audit when and how made
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 52:14-15.9c1. <u>et al.</u>	<u>Public Employee Charitable Fund-Raising Act</u>
	<u>N.J.A.C.</u> 6A:23A-16.1 <u>et seq.</u>	Double Entry Bookkeeping and GAAP Accounting in Local School Districts
	<u>N.J.A.C.</u> 6A:23A-16.12	Student activity funds
	<u>N.J.A.C.</u> 6A:23A-16.13	School store business practices

Selfridge v. Kinnelon Board of Education, 1977 S.L.D. 522

<u>Cross References:</u>	*1140	Distribution of materials by students and staff
	*1230	School-connected organizations
	*1330	Use of school facilities
	*3400	Accounts
	*3450	Money in school buildings
	*3453	School activity funds
	*3571.4	Audit
	*6145	Extracurricular activities
	*6153	Field trips

*Indicates policy is included in the Critical Policy Reference Manual.