

Community Relations

Fundraising by Students

While the Board of Education is committed to securing and allocating sufficient resources to ensure that all New Milford Public School students receive appropriate school programming, the Board recognizes that fundraising allows students, teachers and organizations to procure supplemental funding for specific projects and programs that may greatly enhance the educational experiences of New Milford Public School students. Accordingly, the Board of Education permits and will accept funds raised by students so long as the rules and procedures set forth in this policy and its accompanying administrative regulations are strictly adhered to.

Fundraising activities shall be permitted by students attending middle and high school, provided such activities are approved in writing and carefully monitored and regulated by the school Principal or a designee. Elementary schools may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in door-to-door solicitation.

Each Principal shall develop and maintain a list of all approved fundraising activities operating within his or her school and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the Board of Education with an up-to-date listing of all fundraising activities being conducted in the schools during the Superintendent's Report portion of all regularly scheduled Board meetings.

Fundraising In and For The Schools

It is the responsibility of the Board to control fundraising activities which involve the students in the New Milford school system.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fundraising activity, must have prior approval from the applicable school principal or designated Central Office administrator.

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

1. The proposed fundraising campaign has a purpose that is consistent with the mission and goals of the New Milford Public Schools and will not be inappropriate or harmful to the best interests of students;

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2. The proposed fundraising campaign meets the requirements set forth in this policy and its accompanying administrative regulations;
3. The proposed fundraising campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall remain in the applicable school-based organization's activity account until such time as they are utilized by the organization;
4. The proposed fundraising campaign will not imply endorsement of any business or product;
5. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will be used in a manner consistent with District-approved curriculum;
6. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not result in undesirable or hidden costs to the District;
7. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not restrict future District action;
8. Where fundraising proceeds are in the form of monetary funds, such funds shall remain in the applicable school-based organization's activity account until such time as they are utilized by the organization. The organization shall ensure that appropriate accounting procedures are utilized and that such funds are held until such time as they are spent for their stated purpose;
9. Where the proposed fundraising campaign seeks items or supplies the proposal appropriately establishes that the requested items or supplies:
 - a. Can be safely utilized by District students and staff;
 - b. Will be fully compatible with existing equipment, programs and/or materials;
 - c. Will not require the District to dedicate significant amounts of money or time for installation or maintenance; and
 - d. May be appropriately incorporated into District-approved curriculum;

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Fundraising by Students

10. Where the proposed fundraising campaign seeks technology related items the proposal appropriately establishes that the District's Director of Information Technology has confirmed that the requested technology is appropriately compatible with the District's technology infrastructure;
11. The proposed fundraising campaign has a specific, pre-determined beginning and ending date;
12. The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity;
13. The mechanics and procedures of the fundraising activity shall not pose an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds;
14. Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser;
15. The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment;
16. Students in grades K-5 shall not be asked to solicit funds or sell merchandise outside of their home;
17. The proposed fundraising campaign will not be in conflict with state or federal law or Board of Education policy.

(cf. 3280 – Gifts to the School)

(cf. 3281 – School Fundraisers)

Policy adopted: May 7, 2001
Policy revised: June 9, 2009
Policy reviewed: October 15, 2013
Policy reviewed: June 4, 2019
Policy revised: August 17, 2021

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut 06776
REVISED 7/24/03
FUNDRAISING ACTIVITY FOLLOW-UP FORM #1
REF. BOE POLICIES 1324 & 3281

REQUESTER: _____ JOB TITLE: _____

EMAIL ADDRESS: _____

SCHOOL: _____ DATE: _____

ORGANIZATION: _____

ACTIVITY ADVISOR: _____

FUNDRAISING ACTIVITY: (PLEASE CHECK ONE)

GIFT/DONATION: _____

SOLICITATION: _____

SALE OF GOODS: _____

SALE OF SERVICES: _____

NOTE* RAFFLES OR GAMES OF CHANCE ARE NOT PERMITTED

DETAILS OF PROPOSED FUNDRAISING ACTIVITY:

PURPOSE OF FUNDRAISER – DETAIL INTENDED USE(S) OF FUNDS:

PROPOSED START AND END DATE OF FUNDRAISER: _____

FUNDRAISING TARGET \$ _____

IF FUNDRAISER INVOLVES THE SALE OF GOODS OR SERVICES, INDICATE RE-SALE OR RANGE OF RE-SALE PRICES \$ _____

NOTE THE MAXIMUM ALLOWABLE RE-SALE PRICE IS \$20.00 PER UNIT.*

ESTIMATED TOTAL GROSS REVENUE FROM FUNDRAISER \$ _____

SIGNATURE ACTIVITY ADVISOR: _____ DATE: _____

BUILDING PRINCIPAL AUTHORIZATION: _____ **DATE:** _____

BUSINESS OFFICE AUTHORIZATION: _____ **DATE:** _____

SUPERINTENDENT AUTHORIZATION: _____ **DATE:** _____

FUNDRAISER ID# (ASSIGNED BY BUSINESS OFFICE) _____

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut 06776
REVISED 4/7/04
FUNDRAISING ACTIVITY FOLLOW-UP FORM #2
REF. BOE POLICIES 1324 & 3281

NAME OR DESCRIPTION OF ACTIVITY _____

FUNDRAISER ID # ASSIGNED BY C/O FROM ACTIVITY APPROVAL FORM #1 _____

SCHOOL: _____ DATE: _____

ORGANIZATION: _____

ACTIVITY ADVISOR: _____

HAS THE AUTHORIZED FUNDRAISING EVENT TAKEN PLACE: YES _____, NO _____

DID THE EVENT TAKE PLACE ON THE PROPOSED DATE: YES _____, NO _____

IF NO, ON WHAT DATE DID IT OCCUR: _____

A) ACTUAL GROSS RECEIPTS FROM EVENT: \$ _____

NOTE THIS VALUE MUST EQUAL THE TOTAL OF DEPOSITS TO THE RELEVANT ACTIVITY ACCOUNT (PLEASE INDICATE FUNDRAISER ID# ON DEPOSIT VOUCHERS)*

EXPENSES (If Any) INCURRED TO RUN EVENT:

NOTE ANY & ALL EXPENSES RELATED TO THE FUNDRAISER MUST BE PAID DIRECTLY FROM THE RELEVANT ACTIVITY ACCOUNT BY CHECK. (PLEASE INDICATE FUNDRAISER ID# ON ALL DISBURSEMENT REQUESTS) IF ANY PREPARATION EXPENSES WERE INCURRED PRIOR TO THE ACTUAL EVENT PLEASE INCLUDE BELOW WITH CORRESPONDING ACTIVITY CHECK#.*

(Please Describe & Itemize)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

B) TOTAL EXPENSES: \$ _____

A) - B) = NET PROCEEDS TO ORGANIZATION \$ _____

SIGNATURE OF ADVISOR: _____

RECEIVED BY BUILDING PRINCIPAL: _____ DATE: _____

RECEIVED BY BUSINESS OFFICE: _____ DATE: _____

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut 06776
REVISED 7/24/03
FUNDRAISING ACTIVITY FOLLOW-UP FORM #3
REF. BOE POLICIES 1324 & 3281

NEW MILFORD PUBLIC SCHOOLS
Crowdfunding Campaign Request Form

Please return signed and completed form to your designated administrator. Approval must be received from the designated administrator prior to the launch of any crowdfunding campaign.

Please Note: If requesting technology or donations to purchase technology, documentation from the technology department confirming support must accompany this request.

Requesting Employee/Eligible Organization

Individual Employee Request

Name: _____

Building: _____

Job Title: _____

Email: _____

Phone: _____

Eligible Organization Request

Organization Name: _____

Member #1 Name: _____

Member #1 Email: _____

Member #1 Phone: _____

Member #2 Name: _____

Member #2 Email: _____

Member #2 Phone: _____

Crowdfunding Campaign Proposal

Please describe the purpose of the proposed crowdfunding campaign (use additional pages if necessary):

Crowdfunding site (or sites) to be used if request is approved (please reference District's list of proposed crowdfunding websites):

Social media site(s) to be used for promotion (if applicable):

Monetary target for crowdfunding campaign (if applicable):

If goal is not reached, what will occur with donated funds:

Items/supplies being sought through crowdfunding campaign:

If technology related items are being sought through crowdfunding campaign has the District's Director of Information Technology determined that the requested technology is appropriately compatible with the District's technology infrastructure:

Classroom(s), program(s) and/or activity or activities to be benefited via crowdfunding effort:

EXACT narrative to be posted online if request is approved (use additional pages as necessary):

Anticipated start date for crowdfunding campaign: _____ End date: _____

Employee Acknowledgement

By signing this form you acknowledge that you have read and reviewed the proposed crowdfunding site(s) terms and conditions of use and that such terms and conditions do not conflict with Board policy 3281.

Individual Employee Request

Signature: _____

Date: _____

Eligible Organization Request

Member Signature: _____

Date: _____

Designated Administrator Review

Approved

Denied

More Information Needed:

Explanation: _____

Administrator's Signature: _____

Date: _____

NEW MILFORD PUBLIC SCHOOLS
Crowdfunding Campaign Review Checklist

This form should be used by designated administrators to review crowdfunding campaign requests made by District employees and eligible organizations. Please review campaign request to determine if applicable requirements of the Board's fundraising campaign policy – Policy 3281 have been met.

1. Proposed crowdfunding campaign has a purpose that is consistent with the mission and goals of the New Milford Public School System and will not be inappropriate or harmful to the best education of students:

Yes _____ No _____

2. Proposed crowdfunding campaign meets the requirements set forth in Board Policy 3281 and its accompanying administrative regulations:

Yes _____ No _____

3. Proposed crowdfunding campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall become the property of the New Milford Board of Education:

Yes _____ No _____

4. Proposed crowdfunding campaign will not imply endorsement of any business or product:

Yes _____ No _____

5. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will be used in a manner consistent with District-approved curriculum:

Yes _____ No _____

6. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will not result in undesirable or hidden costs to the District:

Yes _____ No _____

7. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will not restrict future District action:
Yes _____ No _____
 8. Proposed crowdfunding campaign has a specific, pre-determined beginning and ending date;
Yes _____ No _____
 9. Proposed crowdfunding campaign will not be in conflict with state or federal law or Board of Education policy.
Yes _____ No _____
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Specific Considerations for Crowdfunding Campaigns Seeking Items/Supplies

1. Requested items/supplies can be safely utilized by District students and staff:
Yes _____ No _____
2. Requested items/supplies will be fully compatible with existing equipment, programs and/or materials;
Yes _____ No _____
3. Requested items/supplies will not require the District to dedicate significant amounts of money or time for installation or maintenance:
Yes _____ No _____
4. Requested items/supplies may be appropriately incorporated into District-approved curriculum:
Yes _____ No _____

Crowdfunding Request for Technology Related Items

The designated administrator should review all crowdfunding requests with the District's Director of Information Technology to determine whether the requested technology is appropriately compatible with the District's technology infrastructure.

Requested technology is appropriately compatible with the District's technology infrastructure:

Yes _____ No _____

Designated Administrator Review

Approved

Denied

More Information Needed:

Explanation: _____

Administrator's Signature: _____

Date: _____