

Administrative Regulation Topic	Adoption Date	Rescinds/Amends
FUND RAISING 704.1R		

Norfolk Public Schools recognizes that fund raising for school clubs and organizations is an essential element. The basic intent of this administrative regulation is to provide guidelines related to any segment of the public school system. The scope of this regulation covers school employed personnel, student personnel, and personnel of school related organizations of Norfolk Public Schools such as Athletic Boosters, Music Boosters, P.T.A., school clubs, etc., grades kindergarten through twelve.

DEFINITION OF TERMS:

1. Internal Fund Raising. This term defines fund raising projects which are school base oriented including but not limited to: school dances, concessions, picture sales, slave auctions, car washes, flower sales, candy sales, and public programs where fund raising activities are limited to school premises.
2. External Fund Raising. This term refers to fund raising targeted for solicitation to the general public outside the proximity of the school building.

GENERAL GUIDELINES FOR FUND RAISING GRADES K-12

1. Fund raising projects must be approved by the Activities Director and/or Principal at the Senior High School, the Principal and/or Activities Director at the Junior High School and the Principals at the elementary schools prior to the beginning of the project. It is the responsibility of the Activities Director and Principals to know which projects require approval of Central Office administrators or the Board of Education.
2. Proceeds from fund raising projects involving students or other individuals become the property of the school and/or the sponsoring group or organization. Proceeds must be accounted for by the treasurer of that sponsoring organization or group.
3. Individuals/students are not allowed to keep or use funds for personal benefit which they have earned from fund raising projects.
4. Individuals, students or groups are responsible for delivering all merchandise and/or service sold.
5. Individuals/students are directly responsible for all monies accepted for or in lieu of merchandise sold and/or services rendered.
6. Sponsors of the group or organization are responsible for actions of any of its members involved in fund raising projects.
7. Property donated to the school from fund raising projects shall become property of the school. It shall remain at the building or site for which it was purchased.
8. All external fund raising projects shall have a definite goal and every individual/student involved shall be able to accurately verbalize that goal.

9. Fund raising projects by organizations or groups unrelated to Norfolk Public Schools will not be permitted on the school campuses. Community charitable groups such as United Way, March of Dimes, etc. must receive permission for solicitation through the Principal's Office or the Central Office.
10. Violation of guidelines may result in discontinuance of the fund raiser or project, limitations on future fund raisers, employee discipline, or other appropriate consequences.

#### SPECIFIC ADDITIONAL GUIDELINES FOR JUNIOR & SENIOR HIGH

1. Organizations, groups, or individuals shall complete and submit for consideration the application form to the Activities Director at the Senior High and the Principal at the Junior High at least two weeks prior to the date the proposed project is to begin.
2. Within one week following the conclusion of a fund raising project the sponsor shall complete the last section of application and submit the form to the Activities Director at the Senior High School and Principal at the Junior High.
3. External fund raising projects shall be limited to those groups and organizations which do not receive funds for external activities from the school budget. Any deviation from this practice must receive permission from the Principal.

#### SPECIFIC ADDITIONAL GUIDELINES FOR ELEMENTARY SCHOOLS

1. External fund raising projects shall remain in the initiating school's subdistrict.
2. Funds raised from projects shall be used to meet project goals. Items purchased for the school shall be those items which would not be received through normal budget requests.
3. Elementary school projects should be communicated to other elementary schools to avoid duplication of projects.
4. P.T.A sponsored projects should be communicated through P.T.A. Council.