

BRAINTREE PUBLIC SCHOOLS

File: JJE-R – FUNDRAISING REGULATIONS

The Braintree School Committee (BSC) recognizes the following groups who will be authorized to conduct fundraising activities:

- School sponsored organizations
- Support organizations (PTO, Boosters) approved by the superintendent or designee

USE OF FUNDS

The BSC defines fundraising as raising money to support and enhance the educational and developmental experiences of our students.

Fundraising activities may be held to defray the costs of field trips and must be supervised by the class or activity sponsor.

Fundraising efforts for overnight field trips must be approved by the School Committee in line with this policy, the student travel guidelines and the District's Field Trip policy.

Revenue generated by fundraising activities may not be used to reinstate programs, services or personnel cut as a result of budget deliberations without the approval of the Braintree School Committee (BSC).

Planning & Approval

For Minor Fundraisers: Up to \$5,000

BSC recognizes that some fundraisers have been going on within our schools for many years and have established a positive history of trust and respect. For instance, fundraisers such as box top collection, book fairs, small raffles, low-cost/low-profit events, and fundraisers that are led and conducted by students on school property: these fundraisers are reviewed and approved by the Building Administrator (BA). These fundraisers are not subject to the balance of this policy; however, if the BA believes that a fundraising request needs additional review due to the nature of the activity, or for other circumstances, they will instruct the contact person to follow the respective process outlined below.

For Major Fundraisers: Over \$5,000

Fundraising activities that are expected to net proceeds in excess of \$5,000 are classified as Major Fundraisers.



The BSC requests that building Principal/Building Administrator (BA) submit, semi-annually (June and January), a list of anticipated Major Fundraisers. To the extent possible, the list submitted should include the timing of each fundraiser. This measure is intended to encourage planning at the school level to avoid an excessive number of fundraisers underway at any given point in time. The BA will share this list with the superintendent, who will present it to the BSC at their next meeting, or as soon as practical. Major Fundraising activities that are proposed after this initial list is presented are subject to the process outlined below.

Approval Process

The BSC requires prompt notification regarding a proposed fundraiser while recognizing that complete details may take time to be worked out. As such, all known information should be submitted as soon as possible in order to identify any immediate issues with the fundraising plan.

At minimum, the fundraiser contact person should be able to provide:

- The nature of the fundraiser
- The organization it will benefit
- The intention(s) for the proceeds
- The students involved (grade(s) or team)
- The involvement of any third party, in the form of people and/or resources (for example, an online platform to collect donations), as well as any fee paid to the third party
- Any upfront costs, and how they'll be paid (for example, an advance from PTO funds)
- Name, email, and phone for at least 1 person serving as the fundraiser contact

The fundraiser contact must fill out the appropriate form with all available information. Upon submission, all non-athletic fundraising will be routed to the BA; all athletic fundraising requests will be submitted to the Athletic Director, who will then make recommendations to the BA for approval. The contact person will be notified within 5 business days if the fundraiser has received approval. The fundraising contact and his / her team can then continue the detailed planning of their fundraiser.

- If the fundraiser has been *rejected*, the BA will discuss the reasoning with the fundraiser contact, and in some cases, allow them to resubmit the fundraiser with requested changes.
- If the fundraiser has been *approved with conditions*, it must be re-submitted so it can be approved by the BA.
- A copy of the approved fundraiser form must be forwarded to the Superintendent. The superintendent shall inform the BSC at the next scheduled meeting of fundraisers approved.



Execution

Communication to Parents and Guardians

Parents and guardians (hereby referred to as parents) of students involved in major fundraisers must be notified about the fundraiser prior to its kickoff by the BA that summarizes the important points of the fundraiser. This will include a disclosure statement as to whether a fee is being paid to a third party to conduct the fundraiser. All promotional announcements and advertisements for a fundraising activity must identify the approved organization. Parents should contact the BA with any questions or concerns.

If primary communication is to be conducted directly with the students themselves (for example, high school-level sports), a basic flyer as described above should be given to the students involved with instruction to provide the information to their parents.

Additionally, as part of the form submission workflow, the details of the fundraiser will be posted to review at any time; however, this posting will not include the fundraiser contact's personal information.

Purchased Items

All items purchased using fundraising proceeds become the property of the Braintree Public Schools and must conform to appropriate standards, specifications and guidelines for use. There are exceptions such as consumables and items considered nominal in value at \$50.00 or less as approved by the BA or their designee.

Reporting

Upon the conclusion of the fundraising activity, a summary of both gross and net receipts will be presented to the BA. The summary should also be shared with/reported to the support organization's (PTO, Boosters) membership that conducted the fundraising.

Monies raised through fundraising that are deposited into BPS Student Activity Accounts will be reported to the School Committee, or Finance & Operations Subcommittee, on a quarterly basis.



SOURCE: MASC October 2016

Easton, 2016

Manchester Essex, 2014

Pembroke, 2011

CROSS REFS.: JJE – R Fundraising Regulations

JJE-E Fundraising Execution

JJF Student Activity Agency Accounts

LEGAL REFS: MGL [44:53A](#); [71:37A](#); [268A:3](#); [268A:23](#); Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: [GBEA](#), Staff Ethics/Conflict of Interest;

[GBEBC](#), Gifts To and Solicitations by Staff;

[KCD](#), Public Gifts to Schools

SOURCE: MASC February 2018

Adopted by School Committee 1/14/2019

