

**STUDENT FUNDRAISING ACTIVITIES**

It is the policy of the Board of Education of the South Colonie Central School District to encourage student fundraising for approved projects. Such fundraising for worthwhile causes and/or student activities can contribute to the accomplishment of instructional objectives and can be helpful in teaching students the values of working together for the common good.

The sale of food items that meet the proposed nutrition requirements at fundraisers would not be limited in any way under the standards. In addition, the standards would not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events. Further, the standards would not apply to food or beverages sold on school grounds, during school hours at “a limited number” of school fundraisers. State agencies may determine the frequency with which such fundraisers on school grounds, during school hours does not reach a level to impair the effectiveness of nutrition requirements. With respect to other non-exempted fundraising activities during the school day (including fundraising through vending machines, school stores, snack bars, a la carte sales, and other similar activities), the food and beverage items sold must meet the proposed nutrition standards for competitive foods.

The Superintendent of Schools shall establish and administer regulations to implement this policy. Any fund-raising activity in the District shall be subject to such regulations.

Reference: Education Law §§ 207, 1709  
8 NYCRR 172 et seq.  
*The Safeguarding, Accounting, and Auditing of Extra Classroom Activity Funds*,  
Finance Pamphlet 2, State Education Department (1999)  
7 CFR Part 210, National School Lunch Program  
7 CFR Part 220, School Breakfast Program  
USDA Nutrition Standards for All Foods Sold in Schools

Cross-Reference: Policy 5252, Student Activities Fund Management  
Policy 4315.2, Comprehensive Health & Wellness

Revised: October 4, 2016  
August 20, 2002

**FUNDRAISING REGULATIONS****General Regulations:**

1. No individual or organization representing a public or private agency shall be permitted to make personal solicitations of gifts, money, or other commitments from students in the school buildings or on school property, nor can such individual or organization enlist students to make such personal solicitations.
2. No fundraising materials, including flyers, advertisements, collections information, or programs may be distributed in school buildings or on school property without the approval of the Superintendent of Schools or his/her designee.
3. No collections from students shall be made in school for projects initiated outside the school buildings or which are not included in the school program.
4. Students in Grades K-6 are not permitted to participate in school-related door-to-door fundraising projects. A school-related project is defined as a project requiring the approval of the Superintendent or his/her designee.
5. Each Building Principal shall submit to the Superintendent a list of all fundraising activities planned for their respective building during the course of the school year by October 30. An application for each planned activity shall be attached to such list.
6. All funds are to be accounted for and managed pursuant to Policy 5252 and the regulations thereto.

**Other Requirements:**

1. The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the USDA Nutrition Standards for All Foods Sold in Schools.
2. The standards do not apply during non-school hours, on weekends, and at off-campus fundraising events.
3. The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. State agencies may determine the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards.

**Student Fund Raising Rights**

Any student group, including classes, clubs, sports teams, or activities that engages in a fundraiser, in which the proceeds from such fundraiser are used to reduce the expense of a trip or activity to a student, shall abide by the following regulations:

1. No student shall receive any financial benefit attributable to their individual fundraising efforts. Any award shall inure to the benefit of the entire group.
2. If a student is unable to attend a trip or activity due to illness, suspension, or otherwise, the funds saved shall inure to the benefit of the entire group.
3. No student is entitled to a refund of any funds collected in a fundraiser attributable to their individual efforts. A student shall only be entitled to any funds he/she directly contributed towards the expense of the trip or activity.

Revised: October 4, 2016; August 20, 2002

**SOUTH COLONIE FUNDRAISING APPLICATION**

Please respond to the following questions and return by \_\_\_\_\_.  
The information you provide will be used by the School Principal and the Superintendent to determine approval or disapproval of this activity.

Organization or Group \_\_\_\_\_

Name, address and telephone number of person(s) responsible: \_\_\_\_\_

Purpose of the fundraising activity: \_\_\_\_\_

Description of fundraising activity: \_\_\_\_\_

Information about fundraising organization (if you are dealing with one):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

<b>Item(s) Being Sold</b>	<b>By Whom</b>	<b>To Whom</b>	<b>Cost</b>
			\$
			\$
			\$

Will items be sold in the building during school hours? \_\_\_\_\_

Is this fundraising effort in compliance with the USDA Smart Snack criteria? (See Policy 5251 and Policy 4315.2) \_\_\_\_\_

Are students, in any way, under pressure to purchase items? \_\_\_\_\_

What will be done with the unexpended funds? \_\_\_\_\_

\_\_\_\_\_

**FUNDRAISING BUDGET**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Activity \_\_\_\_\_  
\_\_\_\_\_

**INCOME**

Description	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Income</b>	\$ _____ \$ _____

**EXPENDITURES**

Description	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Expenses</b>	\$ _____ \$ _____

**BALANCE** \$ \_\_\_\_\_

Reviewed by Building Administrator:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved by Superintendent:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_