

FUND-RAISING POLICY

The Windham School Department recognizes the need to regulate fund-raising activities but at the same time allow each school administrative unit the opportunity to conduct fund raisers which:

1. Directly support and benefit students and school programs.

AND/OR

2. Allow student/club-initiated efforts for the purpose of community service.

The following guidelines outline the procedure for approval, coordination, and specific regulations governing the various fund-raising activities which include students, and/or involve use of school district facilities:

1. Local support groups (i.e., athletic and music boosters, project graduation, PTA) sponsoring fund raisers must complete a Fund Raiser Request Form at least two weeks in advance to be reviewed for approval by the administrative council.
2. Each school-sponsored fund raiser which requires the sale of products or rendering of services outside the building must complete a Fund Raiser Request Form at least two weeks in advance.
3. Quotas and rewards shall not be established for school-sponsored fund-raising activities.
4. All school-sponsored fund-raising activities that occur within the building must be approved by the building administration.
5. Students in grades K-3 are prohibited from going door-to-door.
6. Canvassing of neighborhoods by students (grades 4-5) is a practice the school department does not support. Students shall not be required to go door-to-door.
7. Funds raised by a school-sponsored event shall be strictly accounted for and the bookkeeping and disbursements shall be handled through the regular school activity accounts.
8. Promotional events for fund-raising activities shall not be conducted during academic time.

Approved: March 10, 1999

Revised: June 21, 2000