

North Providence School Department Fundraising and Commercial Activity Protocol	Approved 5/27/2020

I. PURPOSE

The following guidelines ensure compliance with the law and allows for parent/teacher, booster, and other school organizations to raise funds to supplement the school budget for related educational enrichment activities.

II. PROTOCOL

All fundraising activities should result from a meaningful dialogue between administration, parents, students, and teachers.

Following guidelines apply to fundraising activities, including but not limited to school fundraisers, school clubs/activities/organizations, athletic teams, and Parent/Teacher Organization fundraising:

1. Each site-based administrator shall review and approve fundraising proposals to assure and confirm compliance with policies, guidelines, and state statutes, and assess its impact on instruction or the associated club, activity, or athletic team.
2. All fundraisers must receive prior approval by the Principal, Assistant Superintendent, and the School Committee. Athletic Fundraisers must also receive prior approval by the Athletic Director (middle/high school)
3. All donations of materials, supplies, equipment, and /or services shall be made to and become the property of the North Providence Public Schools and should be reported to the Assistant Superintendent Office.
4. Student participation in fundraising activities shall be voluntary. Door-to-door solicitation and/or “canning” by students from any grade level is prohibited.

5. Fundraising activities involving the sale of food items must conform to the District's Wellness Policy (JU).
6. School based clubs/organizations/teams, or Parent Teacher Organizations, may not obligate school funds, personnel, or property without prior approval of the Assistant Superintendent and the School Committee.
7. Any fundraising group or organization must maintain a separate savings or checking account under that organization's name, federal identification number and, if applicable, under its own state tax free designation. Such fundraising groups shall agree to a District financial audit, from time to time, and to comply with all rules, regulations, and laws pertaining to non-profit tax free organizations.
8. Funds generated by such organizations shall not be commingled with student activity funds unless such funds are donated to the School District, with the prior approval of the School Committee. Such donated funds shall be spent for the purposes for which they were raised and handled consistent with guidelines, procedures, and protocols issued by the Superintendent of Schools from time to time.
9. A district calendar shall be maintained so that events are coordinated.

Booster Organizations

Any support group raising funds to enhance a student activity shall be considered a "Booster Organization." Such organizations may seek to enhance these programs through fundraising and volunteer assistance.

Following guidelines apply to such fundraising activities in addition to the guidelines set out above. (Booster Organizations should inquire of the site-based administrator as to the applicability of the guidelines in the section above.)

1. At the start of each school year, the building principal shall submit to the Superintendent of Schools or designee a list of all recognized booster organizations.
2. Booster Organizations must obtain recognition from the Principal, who shall report all changes to the Superintendent of Schools or designee.
3. Each booster organization will identify a representative who will act as liaison to the building principal.

4. The Principal will be responsible for providing leadership of the booster organizations in his/her building through an administrator, staff person, or committee structure (i.e. students, teachers, parents) of his/her designation. This responsibility shall include:
 - a. Coordinating fundraising events as to prevent unnecessary strain on the resources of the community.
 - b. Ensuring that fundraising goals and activities are appropriate and follow School Committee policy.
 - c. Ensuring that identified needs are submitted to the building principal through the established budget procedures. Unforeseen situations warranting departure from these budget procedures must be presented to the principal or designee for written approval.
 - d. Communication with the Superintendent or designee (Assistant Superintendent) of conflicts that arise from fundraising activities.
 - e. Booster organizations may not obligate school funds, property, or personnel, without prior approval of the Assistant Superintendent and the School Committee.