



## FUNDRAISING ACTIVITIES

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fundraising activities may involve door-to-door solicitation in the community by students.

The Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

### Legal References:

Conn. Gen. Stat. § 10-215f Certification that food meets nutrition standards

Policy 5069 – Fundraising Activities: Adopted and approved by the Torrington Board of Education on February 1, 2023.

## **ADMINISTRATIVE REGULATIONS CONCERNING FUNDRAISING ACTIVITIES**

These administrative regulations shall serve to implement the Torrington Board of Education's (the "Board") policy pertaining to fundraising activities. The Board is not responsible for any fundraising activities that are not approved in accordance with the procedures set forth in the policy and these accompanying regulations.

### **Criteria for Fundraising Activities:**

To be approved, a fundraising activity must be conducted for the educational benefit of students and satisfy all of the following criteria:

1. Each student, parent support or other sanctioned fundraising activity shall have one adult designated with the overall responsibility for continuing compliance with the Board's policy and these administrative regulations pertaining to fundraising (the "Sponsor");
2. The fundraising must have a purpose consistent with the purposes of the school district and be for the benefit of its educational programs, student groups or extra-curricular activities;
3. The fundraising must not be anticipated to bring additional costs to the school district;
4. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;
5. Students may not be compelled to participate in fundraising; all such fundraising activity shall be voluntary in nature;
6. Prior to a student engaging in any fundraising activity, his/her parents shall be informed and written authorization shall be obtained to permit their children to participate;
7. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;
8. The fundraising will not be considered an official endorsement of any business or product;
9. The fundraising must not be in conflict with any provisions of the school code or public law;
10. Door-to-door solicitations by students are prohibited by these regulations; and
11. The fundraising must comply with all applicable provisions of Board policy and regulation relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

### **Prior approval required:**

Fundraising activities shall not be initiated until prior approval is secured as set forth in these regulations.

Requests for prior approval for fundraising activities anticipated to raise funds up to \$2,000 shall be made in advance in writing to the building Principal or his/her designee,

at least one (1) month prior to the commencement of the activity. The Principal or his/her designee shall indicate his/her approval in writing to the organization applying for approval.

Requests for prior approval for fundraising activities anticipated to raise funds up to \$2,000 shall be made in advance in writing to the Principal, at least two (2) months prior to the commencement of the activity. Upon receipt of approval from the Principal or his/her designee, the request shall then be forwarded to Superintendent or his/her designee for approval. The Superintendent or his/her designee shall indicate his/her approval in writing to the organization applying for approval.

**Handling of Funds and Record-Keeping:**

The fundraising activity must comply with all applicable policies and procedures with respect to the processing of monies by staff members and/or students (e.g. school activity fund regulations and regulations pertaining to maintaining cash within classrooms or school buildings).

Student, parent support or other sanctioned fundraising groups shall keep detailed and accurate contemporaneous records of the fundraising activity, with the Sponsor responsible for ensuring compliance with this requirement.

Such detailed and accurate records shall be subject to inspection by school officials at any time.

At the end of the activity, the Sponsor shall produce a final report showing the amount of money raised, the number of students who participated, the purposes for which the designated funds will be used, and any other information as may be required by the Principal and/or Superintendent of Schools.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### *Fundraising Proposal Form (Appendix A)*

Please complete and submit this proposal form to your building principal no less than 30-days prior to the commencement of the fundraiser. Board of Education approval will be needed for all activities that are expected to raise more than \$2,000.00.

I am proposing a fundraising event from \_\_\_\_\_ to \_\_\_\_\_  
date date

to support \_\_\_\_\_  
name of club school

contact person \_\_\_\_\_  
name phone

Explain the fundraising activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify the instructional objective(s) and/or the educational experience that this fundraiser will support:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how the anticipated funds will be exhausted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of students involved: \_\_\_\_\_ Grade/Subject/Club: \_\_\_\_\_

Anticipated collection amount: \* \_\_\_\_\_

\*All events over \$2,000.00 require Board of Education approval.

Anticipated use of carryover funds if not exhausted: \_\_\_\_\_

For each student requiring special accommodations, specify how these needs will be met. \_\_\_\_\_

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Approval date

\_\_\_\_\_  
Superintendent (per BOE)

\_\_\_\_\_  
Approval date

Status:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved