

# Marcellus Central School District Fund Raiser Request & Notification

**Organization Information**

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Student Activity Club \_\_\_\_\_ Building:  KCH  DMS  SHS  
 Boosters  MAC  Parent-Teacher Organization  Other \_\_\_\_\_

**Description of Fund Raiser (See #1 Below)**

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Estimated Income \$ \_\_\_\_\_ - Estimated Expenses \$ \_\_\_\_\_ = Estimated Profit \$ \_\_\_\_\_

Does your fund raiser involve the sale of goods (ie: candy) or tickets to an event?  Yes  No  
 (Fund raisers in which the student is receiving consideration for the purchase of goods or tickets is acceptable in common areas during school hours. Food may only be sold after the last lunch period ends. Games of chance are generally not permissible.)

Will students be travelling throughout the community for this fund raiser?  Yes  No  
 (If "Yes", approval of the Board of Education is required – see Policy #7450)

Is this fund raising activity for the benefit of the Marcellus School District or another organization? (Organizations such as the PTO, PTA, MAC and Athletic Boosters are officially recognized by the Marcellus School District. See Board of Education policy #3250 and #3260.)  Other  MCS

If another organization, will the funds be collected by the school or the other organization? (See #2 below)  Other  MCS

**Please Answer the Following Questions If Soliciting Donations but NOT Selling Goods or Tickets**

Will students be solicited directly for charitable donations during the school day?  Yes  No  
 (See #3 below)

Will donations be collected via a collection box or receptacle?  Yes  No  
 Will the collection box be placed in a hallway or common area? (See #4 below)  Yes  No

1. Fundraising in public school systems is governed by the State Education Department, General Municipal Law and policies established by the Board of Education. Activities will not be approved if they do not conform to the law or policies of the Board of Education. See Board of Education Policy Numbers 3250, 3260, 3271, 3280, and 7450 for more information.
2. Funds raised by students for other organizations must be given directly to the organization, meaning that the school cannot be used as the conduit for the collection of funds.
3. The State Education Department prohibits direct solicitation of charitable donations from public school students on school property during school hours. It also prohibits the loss of instructional time due to fund raising activities.
4. Collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited. Collection containers can only be in a placed in common areas so that the identities of students making and not making donation are not revealed.
5. It is imperative that employees not deposit the proceeds of any sales activity into their own personal accounts.

**Office Use Only**

1. Building Principal \_\_\_\_\_ Date \_\_\_\_\_

2. BOE Approval Date \_\_\_\_\_ or  Not Applicable

3. Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## PROCEDURE FOR FUND RAISING IN THE MARCELLUS CENTRAL SCHOOL DISTRICT

1. Anyone wishing to raise funds as a representative of the school district must complete a “Fund Raiser Request & Notification” form and submit to the appropriate building administrator for review and approval.
2. Fund raising activities must adhere to all local, state and federal laws and regulations, and the policies of the Board of Education of the Marcellus Central School District.
3. Any person or group that is found to be raising funds without prior approval must immediately cease further raising of funds and seek the appropriate approval(s). Should the person or group refuse to seek the appropriate approval(s), they may be required to return all funds and/or be subject to disciplinary action and/or civil/criminal prosecution.
4. Student activity club advisors are required to attend an annual training regarding proper oversight of the student activity club. The annual training will include an overview of the process for approval of fund raising activities.
5. Fund raising activities must not occur until the requestor receives an executed “Fund Raiser Request & Notification” form.
6. Questions regarding fund raising activities should be directed to the following individuals in the order they appear:
  - a. Building Administrator
  - b. School Business Administrator
  - c. Superintendent
7. Organizations performing approved fund raising activities should not present themselves as representatives of the district. Therefore district letterhead should not be used by outside organizations for fund raising activities.