

## FUNDRAISING / DONATIONS / GRANTS

### I. Purpose:

Establish guidelines and criteria for various fundraising, donation and grant-seeking activities of the Marlborough Public School.

Define the fiscal relationships that exist between the District and those responsible for fundraising, seeking donations and grants.

### II. Definitions:

This policy covers the following types of fundraising (other types shall be handled on a case by case basis by the School Committee or District Administration as warranted):

#### A. Charitable Fundraising:

Customarily initiated as a one-time event by students and/or parents for the purpose of raising funds for a charitable cause not directly associated with a District need (for example - Jimmy Fund, Toys For Tots, food pantry or a charitable cause for an individual or family in need). The District's involvement is usually marginal such as providing use of facilities and limited promotion.

**Oversight authority:** Superintendent

#### B. Student Clubs and School/Class Sponsored Activities:

Formally recognized student groups (for example Drama, NHS and Band) with a faculty (or administration approved) advisor, who may be compensated. Funds are raised by a combination of fees, donations and/or administration approved activities and are usually used to benefit the membership of the club/class (for example trips or performances).

**Oversight Authority:** Building Administrator

#### C. Staff:

Faculty that are looking for support for special projects – (for example, but not limited to, raising funds through Go Fund Me, Donors Choose.org or similar sites or seeking grants through outside groups like MEF, The Brigham Trust or something similar.) All requests would need to be formally approved by the Building Administrator and Superintendent prior to posting on Internet or submitting applications for consideration. All funds raised or Grants designated would need to be gifted to the District for use by the individual(s) for the classroom needs as initially designated and stays with said classroom(s) and becomes District owned.

**Oversight Authority:** Building Administrator / Superintendent

#### D. Authorized clubs, organizations and other extracurricular groups:

Groups formed for the purpose of benefiting a specific entity within the district (for example, Athletic Booster Club, MPS Music Association). However, such formation is independent of the District and



with no direct District involvement in its composition, management or operation. In order to claim affiliation with the District and legally use MPS District/School/Sports/Club names and/or logos and other materials, as well as enjoying access to District facilities and services, the organization must have Committee sanction, which is reviewed annually.

**Oversight Authority:** School Committee

### III. General Procedures:

Procedures / conditions in addition to those listed below, specific to the groups defined above, may be imposed by the Building Administrator, the Superintendent and/or the School Committee.

Unless directed otherwise by the Superintendent, **Charitable Fundraising/Donation or Grant-seeking** is subject exclusively to

A. Pre-Approval, B. Advertisement and C. Student Participation of this section.

**A. Pre-Approval:** All fundraising projects, grant or donation requests that involve MPS facilities, teams, athletes, or other students must submit an appropriate request form to be pre-approved by the Superintendent. Such submission should be 30 days in advance of the planned activity or grant/donation submission, if possible.

**B. Advertisement:** Any advertisements posted on school premises and fundraising materials being sent home must be pre-approved by the Superintendent.

**C. Student Participation:** All student participation in fundraising events is voluntary. Students must not feel obligated to fund-raise. No student shall be compensated for any fundraising activity; this does not preclude "rewards" given for sales of certain commercial products marketed specifically for educational fundraising.

**D. Solicitation:** Door-to-door solicitation is not sanctioned unless sales of commercial or donated products are involved. Teachers and other members of the staff may not be solicited during the school day.

**E. Frequency / Duplication:** The impact of numerous fundraising and/or projects can have a negative effect on the community and its residents; therefore, every effort must be made to coordinate fundraising drives among schools. The number of school fundraisers by students and organizations will be kept to a minimum. The same or similar school fundraisers within and between schools may not be approved.

**F. Specific Purpose:** Each fundraiser must specify a specific purpose (from example to help defray the cost of a trip or being raised to install new playground equipment). Organizations that are their own legal entity may gift funds, equipment or other items to the school district and will be subject for acceptance by the School Committee.

**G. Incentives:** Only group incentives shall be approved (for example - teams, grade levels, school, etc.). Any other request for incentives may be considered on a case by case basis by the Building Administration/Superintendent.

#### IV. Fund Accountability:

##### A. Charitable Fundraising:

All funds (custody, management and accounting) are solely the responsibility of the individual sponsors of the activity. There shall be no relationship between these funds and the District. The District bears no liability with regard to any commitment made to or by any charitable organization nor to or from any other individual or organization. A disclaimer to this effect should be present in any advertising or promotional materials distributed for an activity that could, in any way, be construed as having a relationship with the District.

##### B. Student Clubs and School Sponsored Activities:

Student activity funds are considered a part of the total fiscal operation of the District and therefore are subject to the policies and regulations established by the Committee and the Business Office. The funds shall be managed in accordance with sound business practices--including sound budgetary and accounting procedures as well as audits--in the same manner as other District funds.

##### C. Staff:

All funds raised by the Staff through sites, must be pre-approved by the Building Administration/Superintendent, prior to use.

Monetary donations will be placed in a separate account as needed and in compliance with applicable laws. Donations of capital in excess of \$10,000 (or the applicable statutory threshold at the time of the donation) will require an analysis as to whether compliance with applicable public bidding and/or purchasing laws is required (often three written quotes). MPS will comply with all such laws where applicable, including the conduct of any required procurement processes in advance of final approval.

Capital donations can be donated to MPS with prior notification to the Superintendent, upon the recommendation of the Director of Finance. The preferred method for the acquisition of such capital equipment is for organizations to donate the funds to MPS for the purchase of such items. MPS will then follow the appropriate purchasing laws, regulations and procedures in procuring the asset. If approved and if the asset is acquired by a donating entity and donated directly, such asset shall become the property of MPS. MPS will ensure that donations do not circumvent applicable public bidding, purchasing, and/or construction requirements laws.

##### D. Authorized clubs, organizations and other extracurricular groups:

Receipts and expenditures of **Authorized clubs, organizations and other extracurricular groups** are not included in the regular school budget. However, all funds collected from whatever source are public moneys and their receipt and expenditure are therefore subject to the applicable policies and procedures of the District as developed by the Committee and Business Office.

**V. Fundraising Approval/ Follow-up**

- A.** All fundraising activities must be approved by a Building Administrator and/or the Superintendent prior to the commencement of the activity or series of activities.
- B.** The School Committee should be apprised of all fundraising activities, grant and/or donations, as well as given semi-annual updates on successes and opportunities.
- C.** At no time may any fundraising activity, donation and/or grant imply an endorsement by the District of any political interest, business or commercial enterprise.
- D.** Committee sanctioned organizations need not re-apply for recurring annual activities after initial School Committee approval; they are, however, subject to the review process described above which may result in a requirement that the organization re-apply for sanction prior to commencing any additional activity/fundraising.

Any additional questions regarding Gifts and Solicitations, please refer to Policy 9.510.

Approved 5.22.18