
FUND-RAISING ACTIVITIES

The Oxford Township Board of Education recognizes the value of having pupils participate in fund-raising activities, both as individuals and as groups, in order to help defray the cost of certain noncurricular field trips, or other worthwhile programs, or in support of a board approved charitable cause.

For purposes of this policy, "pupil fund raising" shall include the solicitation and collection of money from pupils for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services except those goods and services which are part of a board-approved program of the schools.

The board prohibits the collection of money in school or on school property or at any school-sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the board shall be approved by the principal. Collections by organizations outside the schools or by pupils on behalf of such organizations **MUST** be approved by the chief school administrator.

The board shall not be responsible for the protection of or the accounting of funds collected from pupils by organizations outside the schools, by teaching staff members when not required to collect money for a board-approved purpose, and by school-connected organizations. Funds raised by school-sponsored activities shall be deposited in the proper district accounts. All funds collected must be turned in to the Business Office within forty-eight (48) hours of collection, unless on a Friday, then must be turned in on Monday, and must be deposited on the day they are received. Any cash in the building should be kept in a locked secure location by the Principal or Business Office.

The board **prohibits** fundraising activities by school-sponsored groups or outside organizations that encourage or require door-to-door solicitation.

PARENT/ STUDENT ORGANIZATION FUND-RAISING

It is the responsibility of the Oxford Township Board of Education to provide sufficient funds so that all students will have the instructional materials and equipment necessary for a thorough and efficient education. The board of education recognizes the interest on the part of parent organizations to raise funds for various purposes such as welfare activities or school and community projects. Funds raised to supplement the annual school budget are permitted only when such purposes do not conflict with other existing board policy and are within prescribed administrative procedures. All fundraising activities must be submitted for prior approval to the chief school administrator prior to the start date of the fund-raising activity (see attached form). The purchase of instructional equipment or other equipment requiring district budgeting for the purpose of maintenance is not permitted without advance board of education approval.

Date: First Reading: November 17, 1999
Review and Revision: March 20, 2008
Revised: August 10, 2009
Review Date: March 14, 2011 – N Changes
Review Date: July 26, 2012 – No Changes
Review Date: April 19, 2017 – No Changes

Second Reading: December 15, 1999
Adoption: May 15, 2008
Adoption: September 24, 2009

Legal References:

N.J.S.A. 18A:11-1
N.J.S.A. 18A:19-14
N.J.S.A. 18A:20-34

N.J.S.A. 18A:23-1

General mandatory powers and duties
Funds derived from pupil activities
Use of schoolhouse and grounds for various purposes
Audit when and how made

<u>N.J.S.A.</u> 18A:23-2	Scope of audit
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 52:14-15.9c1. <u>et al.</u>	Public Employee Charitable Fund-Raising Act
<u>N.J.A.C.</u> 6A:23-2.1 <u>et seq.</u>	Double Entry Bookkeeping and GAAP Accounting in Local School Districts
<u>N.J.A.C.</u> 6A:23-2.14	Student activity funds
<u>N.J.A.C.</u> 6A:23-2.15	School store business practices

Selfridge v. Kinnelon Board of Education, 1977 S.L.D. 522

Possible

<u>Cross References:</u> 1140	Distribution of materials by pupils and staff
1210	Community organizations
1230	School-connected organizations
1314	Fundraising by outside organizations
1330	Use of school facilities
3400	Accounts
3450	Money in school buildings
3453	School activity funds
3571	Financial reports
3571.4	Audit
6145	Extracurricular activities
6153	Field trips

Key Words

Fund Raising, School-connected Organizations

Oxford Central School

17 Kent Street
Oxford, NJ 07863
(908) 453-4101

Mr. Robert J. Magnuson
Chief School Administrator

Mrs. Patricia Decibus
Business Administrator

Ms. Milissa Dachisen
Vice Principal

www.oxfordcentral.org

SCHOOL GROUP AND ORGANIZATION FUND-RAISING/ SPECIAL SALE APPLICATION

Date of Application _____ (must be 30 days prior to sale) Grade/ Class _____

CSA/ Principal's Approval Yes ___ No ___ CSA/Principal's Signature _____

Organization Sponsor _____

1. Type of Fund-Raiser _____

2. Vendor Name _____

Vendor Address _____

City _____ ST _____ Zip _____ Phone Number _____

3. Vendor Certificate of Insurance (copy attached) Yes _____ No _____
(Certificate must name Oxford Board of Education as Certificate Holder, Minimum \$1,000,000.00)

4. Date of Fund-Raiser _____

5. Percent of Profit for School or Group _____

6. School Facilities Needed: _____

7. Dates School Facilities Requested: _____

8. Facility Use Form Completed Yes _____ (please attach) No _____

9. Communication to Parents Yes _____ (please attach) No _____

10. Communication to Students Yes _____ (please attach) No _____

11. Location of any fund-raising elements, *i.e.* change containers/ tickets: _____

12. Person responsible for collecting change containers or other fund-raising elements: _____

13. Schedule for pick-up of off site fund-raising elements: _____

Oxford Central School
Accounting for School-Based Fund-Raisers

1. Name of Fund-Raiser _____

2. Sponsoring Group _____

3. Dates of Fund-Raiser _____

4. Total Cash _____

5. Total Checks _____

6. Date of Deposit _____

7. Signatures:

Business Office: _____ Date _____

Business Administrator: _____ Date _____