

FUND RAISING

Policy Statement

The Trumbull Board of Education appreciates and applauds parents and fund raising organizations' efforts to raise supplemental funding related to student activities for which they have passion. The following regulations are aimed at promoting safety, integrity, cooperation, and collaboration between and among these organizations as well as with school and Trumbull Public Schools' administration.

Fund raising related to supporting Trumbull Public Schools activities is appropriate when its purpose is to supplement and extend the educational program of the public school and shall be coordinated and monitored by each school administration. Participation in fund raising efforts is voluntary and shall not impose an undue burden on the school community, including parents, students, other residents and local business leaders.

NOTE: The Trumbull Board of Education shall review this policy every two years.

Adopted: 5/24/83
Approved Revisions: 7/15/87, 5/21/96, 11/5/97
Approved Revisions: 4/03/01, 10/07/03,
Approved Revision: 2/28/06

Regulations

1. All organizations, both school based and independent (including, but not limited to, PTA, Booster Clubs, Trumbull Diamond Club, THS Marching Band, Trumbull Touchdown Club, Trumbull ACE Foundation, etc.), intending to raise any funds to supplement school system activities or be applied toward the expense of an individual student's participation in those activities, must prepare an Anticipated Fund Raising Approval Form (Appendix A) for each planned fund raising activity during the current school year. This form must be submitted to the school principal or designated administrator (i.e., house principal, athletic director, etc.).

Anticipated Fund Raising Approval Forms (Appendix A) shall be submitted by the school principal or designated administrator to the Superintendent prior to September 15 or one month prior to the beginning of the fund raising activity. The Superintendent may grant exceptions to this time requirement. Such exceptions shall be reported to the Board by the Superintendent in a timely fashion.

NOTE: The current school year is defined as July 1 to June 30 of the next year.

2. Individual activities for which the gross projected revenue exceeds \$5,000 and organizations whose total fund raising revenue is projected to exceed \$10,000 must have their request approved by the school principal or designated administrator. He/she will forward the request to the Superintendent for final approval.
3. All such organizations must provide, upon request, the school principal or designated administrator the following documentation: its slate of officers, its constitution and bylaws, an estimated budget for the upcoming year and a financial accounting for the previous year. The school principal or designated administrator will forward a copy to the Superintendent's Office.
4. School principals or designated administrators will notify all fund raising organizations of their responsibility for investigating and complying with all Board of Education policies, rules and regulations, and laws (local, state, or otherwise) applying to that fund raiser.
5. In June of each year, for informational purposes, the Superintendent shall provide the Board with a summary report of all fund raising projects for each school and organization for the school year then ending.
6. Fund raising projects shall not start until the beginning of the third week during which school is in session. Exceptions to this time limitation may be made by the Superintendent only.

Regulations cont'd.

7. No door-to-door fund raising is allowed by students in Grades K- 8. Door-to-door fundraising is strongly discouraged at the high school. If door-to-door fund raising is considered, guidelines must be submitted by the organization and approved by the Trumbull High School principal or designated administrator specifying how the door-to-door fund raising will be carried out and what measures will be in place to protect the safety and security of students engaged in this activity.
8. No competitive fund raising between students, classrooms, teams and clubs is allowed. Students may be rewarded for achieving a predetermined goal but use of rewards for being the “highest seller” or like accomplishment is not permitted.
9. The participation of more than one family member in the same school fund raising project should be on a voluntary basis only. If there is participation of more than one family member in the same school fund raising project, all members of the family should receive credit for participation at the level at which the family in total participated. If rewards or prizes are granted based on quantity or dollars generated, then the total of all children in a nuclear family must be used to determine the level of award for each family member who participated. An individual family should not be expected or feel pressure to participate in a disproportionate way because of having multiple children at a specific educational level. Notification of this regulation will be made by the school principal.
10. The Superintendent of Schools reserves the right to immediately revoke the approval of a fund raiser if the Board policy regulations are not followed, and can deny the fund raising sponsor from any fund raising activity for the duration of the school year as well as the following school year. Any funds collected during a non-approved fund raiser will be returned to the donors to the extent that they can be identified. Money raised from those who cannot be identified will be forfeited to that school’s Student Activity Fund.
11. All fund raising letters must be approved by the principal or designated administrator and comply with policy KJ (Distribution and Promotion of Products, Services and Informational Materials) prior to distribution.
12. Groups cannot hold car washes on school grounds as a means of fund raising unless they can meet the requirements of the State of Connecticut DEP regulations concerning Fund Raising Car Wash Events, Water Pollution Control.

Banner Fund Raisers

In addition to observing all previous regulations, the following section pertains to all booster groups organized to support athletic teams:

I. Athletics

1. Any athletic booster group can participate in the solicitation of advertising sponsorships in the form of banners or signs to raise money for their particular sport with permission of the Athletic Director under the direction of the Superintendent.
2. Sponsorships by purveyors of products or services detrimental to the well being of Trumbull School students are unacceptable. This includes organizations whose primary business is the sale of alcohol, tobacco, or sexual products/services.
3. All banners will have a maximum two-year contract, at the end of which time the parent fundraising group may renegotiate for up to another two years. The Athletic Director may grant exceptions for special circumstances.
4. Banner sales are allowed in order to facilitate the efforts of our parent groups to support their children within the larger school community. In that spirit, banner sales should be done cooperatively among all sports. Competitive solicitation between or among parent groups is strongly discouraged. Groups engaging in this practice may have their fund raising privileges suspended by the Athletic Director.
5. All proceeds raised are to go directly to the team/sport sponsored by the parent fund raising group or goals held commonly by participants in THS athletics, pooled with funds from other groups and/or the school to purchase equipment serving the needs of multiple teams/sports' activities. In considering its expenditures, each booster group should consult with and seek the Athletic Director's recommendations concerning greatest needs, priorities, and projected Trumbull Public School expenditures.
6. Any other advertising type fund raising not covered by this policy must be approved in advance by the Athletic Director under the direction of the Superintendent.

II. Outdoor Sports

1. Banners sold by these groups are to be placed on the fields or in the gymnasium/facility where the sport is contested (Appendix B).
2. All banners will be put up at the beginning of the season for which they are sold and taken down by the last day of the season as determined by CIAC rules. They are not to be moved to other locations without permission of the Athletic Director.

III. Indoor Sports

1. Banners sold by these groups will be displayed in the facility where the sport is contested only during any sporting event in that venue during that season.
2. Hanging and removal of banners for sporting events will be the responsibility of the appropriate booster group.
3. In cases where the sports facility will not allow banners to be displayed, a mutually agreeable alternative site will be determined in consultation with the Athletic Director.
4. The use of digital message boards located by the gymnasium must be approved in advance by the Athletic Director and can only be used during sporting events.

IV. All Other

Any other fund raising organization at Trumbull high School which would like to use banner sales will follow all the rules above with the content, timing and placement of such banners being monitored and controlled by the Principal or his/her designee.

Adopted: 5/24/83
Approved Revisions: 7/15/87, 5/21/96, 11/5/97,
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References

- Trumbull Board of Education Policies:
Use of Public School Buildings and Sites, Policy Code: 1330
Distribution and Promotion of Products, Services and Informational Materials,
Policy Code: 1325
Nutrition in School, Policy Code: 5141.27
- Rules Governing Use of Buildings and Sites booklet
- Connecticut General Statutes:
Sec. 10-220, Duties of Boards of Education, as amended.
Sec. 10-221, Boards of Education to prescribe rules, as amended.
Sec. 10-235, Indemnification of teachers, board members and employees in damage suits;
expenses of litigation, as amended.
Sec. 10-237, School Activity Fund, as amended.
- State of Connecticut Department of Environmental Protection, Bureau of Water
Management, Permitting, Enforcement & Remediation Division, Guidance for Disposal of
Vehicle Washwater.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
ANTICIPATED FUND RAISING APPROVAL FORM

Date: _____

To: Building Administrator

From: _____
(Organization/School)

Subject: Anticipated Fund Raising For School Year Beginning _____

Proposed Fund Raising Event:

Reason for Fund Raising: (i.e., Fund organization's operating budget, purchase computer equipment, field trips, etc.)

Amount of Money Being Sought: (Anticipated gross and anticipated net)

Time Frame for Fund Raising Campaign:

Method of Fund Raising: (What, when, where, how)

Grades 9-12 only: Students will go door-to-door _____ yes _____ no
Door-to-door guidelines: _____ Submitted previously _____ Attached

Other Sources of Funds Available for Fund Raising Project:

Signed by: _____ Date _____
Person completing form

Principal/Administrator Date _____

ACCEPTABLE OUTDOOR SITES FOR DISPLAYING OF BANNERS

Football Stadium
Baseball Field
Softball Field
Varsity Soccer Field
Tennis Courts