

POLICY ON SCHOOL-BASED FUNDRAISING FOR STUDENT ACTIVITIES

All students in the Cambridge Public Schools should have an opportunity to take part in co-curricular activities and extra-classroom experiences¹ and no student should be denied participation in school-based activities because of financial inability to pay.²

To ensure accessibility for all students, schools may accept donations from individuals or organizations to pay for or defray the cost of approved co-curricular and extra-classroom student activities including:

1. Field Trips and school trips in accordance with the provisions of this policy and the Cambridge Public Schools Field Trip Policy and Administrative Guidelines and Procedures for Field Trips;
2. Student clubs approved by the School Principal/Head of Upper School;
3. Co-curricular or enrichment activities that are not part of the district's regular programming;
4. Student-initiated special events; and
5. Student-initiated collections for a charitable purpose.

Program income may also be accepted by schools, in the form of:

6. Ticket sales for scheduled athletic and fine arts events;
7. Sale of advertising space in school publications connected to student clubs, athletics, or visual and performing arts performances.

Funds may not be used for purposes ordinarily supplied through the school department budgeting process, such as staff positions, technology, or purchasing curricular supplies and materials.

Solicitation Methods

Principals/Heads of Upper Schools and school communities may encourage donations from the community towards approved school activities if the following procedures are followed:

1. No pressure may be exerted to obtain contributions from members of the school community, even though the fundraiser is one that has been approved.
2. Fundraising must not interfere with the educational environment.
3. Staff must comply with the *Advertising in Schools* policy. The distribution of materials expressly designed to advertise a business or restaurant by promising to donate proceeds back to the school is not permitted.
4. Student fundraising efforts should be not the responsibility of teachers and/or other school staff.

¹ See *Student Activity Funds Policies*, File JJF and File JJF-1 and related student activity funds procedures.

² See *Field Trip Policy* File IJOA.

5. The selling of raffle tickets or chances is not permitted in school buildings when such buildings are in use for school programs.³
6. Fundraising activities must comply with the requirements of the *School Wellness Policy*.
7. CPS personnel must follow the guidelines established in the document, “*Student Activity Funds Policies & Procedures*,” including implementing appropriate safeguards and following required financial practices.
8. Fundraising activities must not divert resources from the daily operation of the school.
9. If fundraising is incorporated into a school event, for instance selling tickets to a student talent show, schools must provide a mechanism for all members of the school community to participate.
10. While online fundraising sites may be utilized, the following procedures must be adhered to:
 - a. Obtain approval by the ICTS department to ensure that acceptable privacy practices are being followed,⁴
 - b. Follow required bidding procedures and establish procedures for accepting raised funds and depositing them into the School Activity Account, in consultation with CPS Finance Department; and
 - c. Publicize that amount of any fees charged before the transaction is completed.

Use of School Resources

School resources, including staff time, school equipment, or supplies may not be expended for the sole purpose of planning and promoting a fundraising event.⁵ However, schools will not be prevented from activities that may occur as a small component of a broader educational, enrichment, or family engagement effort. Examples of acceptable fundraising activities might include (but are not limited to):

1. Teachers inviting families to make additional donations toward the cost of a field trip to cover the cost of students who may be unable to pay.
2. A school newsletter devoted to family engagement and information-sharing including an announcement of a dinner to raise funds for a school trip.
3. Parent/Guardian/Caregiver volunteers selling water bottles with the school logo at a Back-to-School night, with proceeds to pay for a student dance sponsored by the school.
4. Student organizing a car wash to raise funds for a charity associated with their school club.
5. School personnel collaborating with volunteers on a book fair that has fundraising components but is focused on encouraging reading and promoting literacy.

³ See *Raffles and Bazaars Policy*, File KHAA

⁴ See also *Acceptable Use Policy File* IJNDB

⁵ See also *Gifts To and Solicitations By Staff File* CBEBEC

In all instances, the role of CPS personnel is to provide a structure within which donations may be collected and accepted; and to ensure sound financial practices are followed in the handling of those donations. Volunteers should be utilized whenever possible, and fundraising should not absorb measurable amounts of any CPS staff member's time.

Adopted: October 2, 2018