

FUNDRAISING ACTIVITIES**I. Fundraising for BOCES Related Activities**

The BOCES educational programs generally are supported through state aid and service payments from school districts. There are important activities, however, which are school related but which do not receive regular funding through the annual BOCES budget. Examples of these activities are annual class trips, proms and special graduation program items. In those instances where these beneficial activities require a special fundraising effort, the Board authorizes the District Superintendent or his or her designee to approve, in writing, the specific fundraising efforts based upon the following guidelines:

- A. Students shall not engage in door-to-door sales throughout the school community. When students are asked to sell within the community, students will volunteer for these sales and will sell only to family and friends. All promotional materials to be used for the fundraising must clearly state that door-to-door sales is prohibited.
- B. Fundraising activities on school grounds, such as car washes, dances and after-school movies, are acceptable. When items such as tee-shirts or consumables such as dinners provided by vendors are sold, they will be priced to provide fair value to the purchaser.
- C. Activities must be supervised by the approved Extra classroom Activity advisor(s).
- D. Raffles and lotteries are permissible as regulated by state law.
- E. Fundraising undertaken by an Extra classroom Activity must advance or serve the purposes of the activity.

II. Other Fundraising at BOCES Workplaces

The Board recognizes that employees should not be under any pressure to participate in or support fundraising activities at BOCES facilities. Limited fundraising activities, however, can provide the opportunity for employees to recognize and support those organizations that benefit and support the community served by the BOCES. The District Superintendent, or his or her designee, therefore, may approve workplace fundraising activities that do not directly benefit a BOCES related educational purpose, in accordance with the following guidelines:

- A. The fundraising activity is designed to benefit a not-for-profit entity that is recognized to provide services or support to people in Rensselaer, Columbia or Greene Counties.
- B. The fundraising activity is limited in duration and does not involve the expenditure of BOCES funds to undertake it.
- C. Employees may elect, but are not required, to participate.

III. Additional Fundraising Considerations

- A. All fundraising activities shall be undertaken in accordance with the Board of Regents rules. These rules prohibit the direct solicitation of charitable donations from children in the public schools during school hours. The following activities have been deemed to be acceptable by the State Education Department Policy Guidance pursuant to the Board of Regents rules:
 - 1. The rule does not prohibit fundraising activities which take place off school premises or outside of regular school hours;
 - 2. The rule does not prohibit arms-length transactions where the contributor receives something of value for his or her donation where the proceeds go to charity (for example, the sale of goods or tickets for concerts or social events); and
 - 3. The rule does not prohibit indirect forms of charitable solicitations on school premises that do not involve coercion (that is, it is passive and no pressure is exerted on the students), such as placing a bin or collection box in a hallway or other common area to receive donations of food, clothing or money.
- B. Fundraising that involves the solicitation of goods, services or funding must be approved, in accordance with section I. of this policy and is subject to Board of Education acceptance in accordance with the Gifts and Donations Policy. Solicitations must fairly and accurately describe the activity to be funded. In no event shall any employee of Questar III receive any remuneration, gift, gratuity or any other thing of value or benefit for, on behalf of or from a donation of goods, services or funding.

**SPECIAL PROJECTS FUNDRAISING
ADMINISTRATIVE REGULATIONS**

The District Superintendent, or his or her designee, may approve fundraising activities in accordance with the Fundraising Activities Policy. No fundraising activity may be undertaken by or on behalf of Questar III unless and until approved in accordance with this regulation.

In order to seek approval, the Extra classroom Activity advisor or the fundraising proponent must complete the fundraising application form provided in this regulation and submit it to an Assistant Superintendent for review and approval. If approved, the Assistant Superintendent shall submit the application to the District Superintendent for his or her consideration.

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FUNDRAISING ACTIVITIES APPLICATION FORM (PAGE 3)

Extra Classroom Activity Fund Advisor or Other Representative of the fundraising activity:

NAME OF CLUB: _____

SIGNED: _____ DATE: _____

PRINT NAME: _____

If the Fundraising Activity is being proposed by an organization outside of Questar III, please provide the following additional information:

NAME OF ORGANIZATION: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

RELATIONSHIP TO QUESTAR III: _____

Building Principal (Chief Faculty Counselor):

NAME OF BUILDING: _____

SIGNED: _____ DATE: _____

PRINT NAME: _____

Deputy Superintendent:

SIGNED: _____ DATE: _____

PRINT NAME: _____

District Superintendent:

SIGNED: _____ DATE: _____

PRINT NAME: _____