

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**

**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**

**Cross References:**

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](http://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 \_\_\_\_\_