

## STUDENT FUNDRAISING AND PUBLIC SOLICITATION

In raising funds for activities of the Westfield Schools or any of its classes or organizations, the following regulations shall apply:

1. Any fundraising activity within a school must have prior approval of the principal. The activity should be limited to a short duration.
  - a. The principal shall require a written request by the sponsor giving the complete details of the fundraising activity as well as the reasons and rationale behind it.
  - b. The principal shall use his/her discretion pertaining to publicity relative to the activity.
  - c. The principal shall require from the sponsor a complete financial report at the conclusion of the fundraising activity.
2. School clubs, music groups, etc. may be involved in fundraising activities, but should keep in mind a traditional district commitment to avoid competition with local merchants, and to patronize, when feasible, local merchants and manufacturers when obtaining merchandise for sale.
3. When organizing fundraising projects, emphasis should be placed on service-type projects where talents of students are used in positive, developmental ways.
4. When commercial products are involved, a reasonable profit commensurate with the time and effort involved should be expected. A reasonable amount of technical assistance from the firm involved should be expected. Agreements between firms supplying fundraising products and student groups should be in writing.
5. Classes which organize and raise money must use such money for school functions only. The class may make decisions regarding the school-sponsored functions they choose to support financially.
6. Food sales must adhere to the current Wellness Policy regulations policy file: ADF and policy file: ADF-R.

Paramount to all fund-raising activities is student safety.

Children should be instructed on the following points prior to the initiation of any fund-raising activities.

1. SELL ONLY TO THOSE PEOPLE YOU AND YOUR PARENTS KNOW.
2. DO NOT GO DOOR TO DOOR TO STRANGE HOUSES OR NEIGHBORHOODS.
3. DO NOT OPEN ANY FUND-RAISING MATERIALS UNTIL YOU ARE AT HOME WITH YOUR PARENTS.

Adopted: November 17, 1997

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