

**Wayne Township Public Schools  
Wayne, New Jersey**

**Standard Operating Procedure  
Pupil Fund Raising**

Subject: Pupil Fund Raising	Effective Date:	
	July 1, 2013	
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To outline the procedures for the approval of a pupil fund raiser
- II. **Authority:** Superintendent
- III. **Terms and Conditions:** This process applies to the approval of pupil fund raisers  
  
Board of Education Policy 5830 – Pupil Fund Raising  
Board of Education Policy 6660 – Student Activity Funds
- IV. **Reporting Procedures:** Superintendent Office, Business Office
- V. **Approval Process:** Advisors/Coaches, Principals, Directors
- VI. **Consequences:** Failure to follow the SOP will result in the denial of student fund raisers
- VII. **Dissemination:** All Principals, Directors, Site Coordinators, Business Administrator, Assistant Business Administrator, Assistant Superintendent and Superintendent

Solicitation of funds from pupils is strictly limited to those circumstances explicitly allowed by law, including the collection of money for any purpose in exchange for tickets, papers or any other goods or services, or in order to help defray the cost of certain non-curricular field trips or other worthwhile programs.

Approval of fundraisers will be limited to the following allowable purposes:

- 1. Field trips
- 2. Bona fide charitable causes
- 3. Equipment, services or supplies to enhance existing programs
- 4. Special student events such as awards and recognition programs

The approval process for a pupil fundraiser shall be as follows:

1. The individual or group requesting permission for a pupil fundraiser shall complete and sign the ***Fundraiser Request Form***. All information must be complete, including the activity to be conducted and the purpose for the activity.
2. The completed Fundraiser Request Form shall be submitted to:
  - a. The appropriate Coach for high school requests
  - b. The appropriate Advisor
  - c. Directly to the Building Principal for requests for which there is no Advisor or Coach (skip Items 3 and 4)
3. For high school requests, the Coach or Advisor will review the form and if supported, sign and forward the form to the appropriate Site Coordinator.
4. The Site Coordinator will log the fundraiser into the master event file, sign that it has been done, and then forward the form to the Building Principal.
5. The Building Principal shall review the fundraiser event and purpose to ensure that it complies with Board Policy and the allowable purposes outlined in this Standard Operating Procedure. If supported, the Principal will sign off on the Fundraiser Request Form and forward the request to the appropriate Director for final approval.
6. The Elementary, Secondary or Athletic Director will review the fundraiser and sign off on the form if supported and return a fully signed copy of the form to the requesting group.
7. If the funds to be raised will be deposited in the School's student activity account, the Director shall ensure that the Business Office receives a copy of the fully signed form.

No fundraising efforts shall be performed without review and approval of all of the required signatures on the form.

All funds collected for Board-sponsored groups must be deposited in the pupil activities account of the school as per Board Policy governing Student Activity Funds.