

## Fundraising

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All fundraising on behalf of the Portsmouth School Department, including fundraising for extra-curricular activities, must be authorized by the Portsmouth School Board through the Superintendent of Schools.

The building principal, in writing, must authorize any fundraising activity in which students participate. A request to include student participation in the fundraising must include the description of the activity and the manner in which students will participate.

### School- Sponsored Activities:

All school-sponsored activities requiring admission fees must be approved in writing by the building principal and the Superintendent of Schools.

All requests for school-sponsored activities requiring admission fees must include the specified time of the event, the cost of admission, and the location, date, and times of ticket sales.

### Parent Teacher Association Activities:

All fundraising activities of Parent Teacher Associations must have the written approval of the building principal.

All requests for Parent Teacher Association fundraising activities must include a description of the activity, date of the event, associated costs, and a detailed description of the participation of students in the fundraising activity.

### Clubs and Groups Affiliated with School-Sponsored Activities:

No club or group may raise funds for school-sponsored activities unless they have filed a Clubs and Groups Affiliated with School-Sponsored Activities Organization Worksheet with the Business Administrator of the Portsmouth School Department. This worksheet must be approved by the Portsmouth School Board for new organizations.

Those clubs and/or groups approved by the School Board must have independent taxpayer ID numbers, and must complete the worksheet and submit it to the Business Administrator of the School Department annually prior to December 1. The worksheet must include the name, address, and telephone number of a responsible contact from the club or group. If approved, all financial records and check books shall be maintained by the School Department.

No club or group may raise funds nor use the School Department taxpayer ID number unless specifically authorized by the School Board. The Superintendent may require additional information from any club or group seeking to raise funds on behalf of the School Department, if it is deemed appropriate.

Other Approved Community Service Activities Affiliated with Non-Profit Organizations:

Students may engage in raising funds, under the control of the School Department, for certain approved community service activities affiliated with non-profit organizations. An activity may be approved, in writing, by:

- Providing a complete description of the activity, including the identification of the non-profit organization.
- Designating the beneficiary of the fundraising, i.e. American Heart Association.
- Description of the method of fund collection and deposit of funds collected.
- All such activities must be approved, in writing, by the building principal, with notice to the Superintendent of Schools.

Commercial Activities:

Students and staff are not permitted to engage in commercial or personal enterprises on School Department premises during school hours.

Vending Machine Revenue:

The placement of all vending machines not operated by the Food Service Program of the School Department must have the approval of the building principal. All products dispensed from vending machines shall offer products consistent with the nutrition policy of the School Department. All revenue received from vending machine sales not operated by the Food Service Program shall be accounted for at the building level and expended on behalf of students (field trips, etc.).

This policy shall not apply to the establishment and administration of “flower, sickness, and bereavement, and/or anniversary” funds.