



FILE: JP

LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SOLICITING FUNDS FROM STUDENTS

School personnel will not disseminate information, collect forms or registration fees, or in any other way engage in activities to solicit students' participation in fund-raising events such as bikeathons, benefit performances, etc. Should there be a cause which school personnel wish to support through a fund-raising event, a special request for a waiver will be presented to the School Committee outlining in full the event's purpose and goals.

Deleted: serve as a collector of

On the Lincoln campus, the editor of the Mini-Link, the School Association's electronic newsletter which is distributed to all students, may be contacted to see if he or she would be willing to publish a notice regarding a fund-raising event.

Commented [TG1]: Parent Teacher Association

Commented [TG2]: Only if parent has agreed to PTO communication and provided email

On the Hanscom campus, the Youth Center may be contacted and asked to serve as a drop spot for literature about an event; on the Lincoln Campus, the schools may be used as a drop-off point.

This policy shall not be construed to forbid:

1. requiring of accepting from a pupil a deposit of a reasonable amount of money as a guarantee for the return of school property other than the books and supplies required by state law to be lent free of charge;
2. requiring students to pay for the cost of materials in Shop if an unusually large project is undertaken;
3. the acquisition by pupils at reasonable prices of articles made in Shop, Home Ec, or similar classes;
4. requiring students to supply or purchase materials from the school for some electives. If there is to be a cost attached to an elective, it will be indicated in the elective description prior to the student sign-up;
5. requiring repayment by a student for lost or damaged school property, including textbooks, library books, school equipment, etc.;
6. the acquisition on a voluntary basis of materials or articles which might enhance the student's educational experience;
7. the collection of money for extra-curricular field trips.

Deleted: <#>the collection of money by school staff to pay for school pictures;¶

Legal Reference: Ch. 71, Sec. 48

Approved at School Committee Meeting of December 4, 1981
Revised at School Committee Meeting of July 1, 1985



File: JP - STUDENT GIFTS AND SOLICITATIONS

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school district will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

SOURCE: MASC

CROSS REFS.: [GBEBC](#), Staff Gifts and Solicitations

[JJE](#), Student Fund-Raising Activities**

[KHA](#), Public Solicitations in the Schools**

[KHB](#), Advertising in the Schools

**** Policy not included in current LPS committee policy manual**



File: JJE - STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC October 2016

CROSS REFS.: [JP](#), Student Gifts and Solicitations



File: KHA - PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school district should provide students, parents/guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school district should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school district employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.



File: KHB - ADVERTISING IN THE SCHOOLS

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school district will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school district to promote any product will not be permitted by the Committee.

SOURCE: MASC October 2016

CROSS REF.: [JP](#), Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

GBEBD Also not currently in policies but may want to be addressed in JB



File: GBEBD - ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy ([KCD](#)). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats,

nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a **student** in conjunction with a fundraising solicitation must first secure the written consent of the **student's** parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents/guardians of **student's** in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents/guardians who have shared email addresses with the teacher for purposes of communicating about their **student**).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or **funds**. The employee is prohibited from taking any such item(s) or **funds** to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL [44:53A](#); [71:37A](#); [268A:3](#); [268A:23](#);

Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: [GBEA](#), Staff Ethics/Conflict of Interest;

[GBEBC](#), Gifts To and Solicitations by Staff;

[KCD](#), Public Gifts to Schools

SOURCE: MASC February 2018

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.



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