

To: School Committee

From: Trintje Gnazzo

Date: December 5, 2018

Re: Solicitations of funds from students

The policy JP Soliciting Funds from Students is slated for a second reading at the next meeting. The current policy is largely procedural, void of online fundraising policies, and lacks a concrete definition of solicitation. In addition, our current policy manual also does not include policies *KHA Public Solicitations in the Schools* or *GBEBD Online fundraising and solicitations – crowdfunding*. In the last meeting, it was recommended to address these components, as well as equity issues that can arise in solicitation activity, therefore it seems necessary to replace in its entirety the current JP policy in the manual.

Another scenario, that was not addressed previously that warrants discussion at our next meeting, is events/fundraisers that occur during school day hours, for example Hanscom Holiday Shop, Book fair and School Picture Day. It would be helpful for policy development to discuss these situations as well.

The following is an initial draft in order to inform a continued discussion at our next meeting regarding soliciting funds from students:

The School Committee of the Lincoln Public Schools supports the many worthwhile charitable drives that take place in the community (and school?) and is gratified when school employees and students give them their support. However, the School Committee also wishes to ensure that students and staff are not exploited by the process. There are many ways in which a family may contribute to a child's school, including gifts of time. There should be no pressure on individual staff, students, or their families to give monetarily or participate in fundraising activities.

Solicitations can be defined in two ways:

- Solicitation is defined as any request for money, products or services. Solicitation does not include simply providing information about a need or cause.
- Solicitation is defined as any active attempt to raise funds through direct sale of merchandise, services, or donations, with or without products or services rendered. Also, any method of communication intended to induce support of a service, organization etc. will be considered solicitation.

Superintendent or designee should be made aware of all fundraisers that take place in the district. If a fundraiser or event involves student contributions or student purchasing, it must be approved by the Superintendent or designee.

Solicitation of funds from staff members (allowed or not or only when a student driven initiative?)

- through the use of school personnel and school time must be held at a minimum (blood drive for Student Council?)
- through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection. (MASC December 2012)

(Current policy states the following: School personnel will not disseminate information, serve as a collector of 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.

All appeals, on-line or otherwise, shall not be set up 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 at to the

parents/guardians who have shared email addresses with their teacher for purposes of communicating about their student). (MASC GBEBD)

Whether conducting a traditional fundraiser or seeking donations through the use of an on-line fundraising sites or services, all district fundraising and student privacy procedures are to be followed. 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 (MASC GBEBD)

Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the Superintendent or designee has specifically approved. No quotas shall be fixed for any contribution made by the students or lists of names published. The use of an individual student or staff's school email address for fundraising activities and public solicitations are not allowed.



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SOLICITING FUNDS FROM STUDENTS

School personnel will not disseminate information, serve as a collector of 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.

On the Lincoln campus, the editor of the Mini-Link, the School Association's 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.

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 collection of money by school staff to pay for school pictures;
7. the acquisition on a voluntary basis of materials or articles which might enhance the student's educational experience;
8. the collection of money for extra-curricular field trips.

Legal Reference: Ch. 71, Sec. 48

Approved at School Committee Meeting of December 4, 1981

Revised at School Committee Meeting of July 1, 1985

Eliminated at School Committee Meeting of _____

(Replaced by _____)