

APPROVAL OF FUND SOLICITATION
BY OUTSIDE ORGANIZATIONS

Individuals or organizations may not solicit funds on school property without prior permission from the Superintendent. Permission shall be granted by Superintendent's approval of a fund raising application. Applications shall be made available at the Superintendent's office.

No staff members, unless authorized by the Superintendent, shall permit the subscription or collection of money on school premises, allow any article to be exhibited for the purpose of sale, or permit any person to enter the school for the purpose of transacting private business. Special appeals in the classroom for charitable relief shall be permitted at the discretion of the Superintendent and in accordance with Board policy.

An employee shall not use his/her position in the school district to influence parents/guardians or pupils of the district to purchase books or merchandise, except for materials approved by the Superintendent's office for use in the classroom.

An employee shall not use his/her position in the school district to influence parents/guardians or outside organizations in the selection of fund raising vendors.

Funds raised by organizations not sponsored by the district are not to be deposited in any regular or special accounts of the district. The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Permission to solicit funds will be granted only to those organizations or individuals whose purposes are consistent with the goals of this district and the interests of the community. The Superintendent shall specify when, where, and how solicitation may take place. He/she shall ensure this does not interfere with the orderly operation of the educational program.



APPROVAL OF FUND SOLICITATION BY
OUTSIDE ORGANIZATIONS (continued)

No commercial advertising shall be permitted in the schools.

The Superintendent's approval of a fund raising application neither constitutes nor implies that the Board of Education or any of its employees/designees has determined the vendor to be reputable.

The Superintendent's approval of a fund raising application neither constitutes nor implies that the Board of Education or any of its employees/designees reviewed, approved or otherwise recommends acceptance of any contractual agreements between vendors and fund raiser sponsors.

Date:

Revised: 7/12/94.

Legal References: N.J.S.A. 18A:11-1

N.J.S.A. 52:14-15.9C 1

General mandatory
powers and duties
Public Employees
Charitable Fund-
Raising Act

LYNDEURST PUBLIC SCHOOLS
Lincoln School
Lyndhurst, N.J. 07071

SCHOOL GROUP AND ORGANIZATIONAL
FUND RAISER/SPECIAL SALE APPLICATION

School _____ Date of Application _____
(must be 30 days prior to sale)

Grade/Class _____ Principal Approval Yes _____ No _____

School Sponsor _____ Principal Signature _____

Organizational Sponsor _____

1. Type of Fund Raiser _____

2. Vendor _____
Phone # _____
Address _____

3. Vendor Certificate of Insurance (copy attached) Yes _____ No _____

4. Date of Fund Raiser _____

5. Percent of Profit _____ or _____ (40% minimum) _____
Organization School

6. School Profit to be Used For: _____

7. Profit to be deposited in either:
Organization's account _____ or school's account _____

8. School Facilities Needed: _____

9. Dates School Facilities Requested: _____

10. Printed Materials: (attachments mandatory)
Building Administrator Forms _____
attached
Communication to Parent _____ Communication to Student _____
attached attached

11. Incentive Program Yes _____ No _____
Detail: _____

12. Central Office
Approved _____ Date _____
Not Approved _____ Date _____

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c: Business Administrator
Lyndhurst Board of Education Members

FOR
SCHOOL BASED FUND RAISERS
ONLY

1. Name of School _____
2. Name of Fundraiser _____
3. Sponsoring School Based Group _____
4. Dates of Fundraiser _____
5. Total Receipts _____
6. Total Disbursements _____
7. Total Profit _____
9. Itemized Detailed Breakdown of Use of Profits

10. Signature of Principal _____
Date _____