

## **Community Relations**

---

### **Fund Raising**

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

Any fundraising activity in which students participate must be authorized by the building principal in writing. 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 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 group may raise funds for school sponsored activities unless they have filed an information sheet with the Business Administrator of the Portsmouth School Department and have been approved by the Portsmouth School Board.

Those clubs and groups approved by the Board and that have independent taxpayer ID numbers must complete the information sheet and submit it to the Business Administrator of the School Department annually prior to September 1 and must include the name, address and telephone number of a responsible contact from the club or group.

No group may raise funds in the name of the Portsmouth School Department or may use the School Department taxpayer ID number unless specifically authorized by the

## **Community Relations**

---

### **Fund Raising** (continued)

#### **Clubs and Groups Affiliated with School Sponsored Activities** (continued)

Board. If approved, all financial records and checkbooks shall be maintained by the Portsmouth School Department. In addition, the information sheet must be completed and submitted to the Business Administrator of the School Department annually prior to September 1 and must include the name, address and telephone number of a responsible contact from the club or group.

The Superintendent may require additional information 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 premises during school hours.

#### **Vending Machine Revenue**

The placement of all vending machines not operated by the school nutrition program of the Portsmouth School Department must have the approval of the

## **Community Relations**

---

### **Fund Raising** (continued)

#### **Vending Machine Revenue** (continued)

building principal. All products dispensed from vending machines shall offer products consistent with School Department policy. All revenue received from vending machine sales 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, bereavement and anniversary funds."

Policy Approved by Portsmouth School Board: September 9, 2003