STUDENTS
Series 5000
Policy #5011.1.1

FUNDRAISING ACTIVITIES

It is the policy of the EASTCONN Board of Directors (the "Board") that students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Executive Director. No such fund-raising activities may involve door-to-door solicitation in the community by students without being accompanied by school personnel.

EASTCONN will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Legal References:

Conn. Gen. Stat. § 10-215f Certification that food meets nutrition standards

Adopted: September 23, 2025
Revised:
Replaces:

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ADMINISTRATIVE REGULATIONS CONCERNING FUNDRAISING ACTIVITIES

These administrative regulations shall serve to implement the EASTCONN Board of Director's (the "Board") policy pertaining to fundraising activities. EASTCONN is not responsible for any fundraising activities that are not approved in accordance with the procedures set forth in the policy and these accompanying regulations.

Criteria for Fundraising Activities:

To be approved, a fundraising activity must be conducted for the educational benefit of students and satisfy all of the following criteria:

1. Each student, parent support or other sanctioned fundraising activity shall have one staff member designated with the overall responsibility for continuing compliance with the Board's policy and these administrative regulations pertaining to fundraising (the "Sponsor");
2. The fundraising must have a purpose consistent with the purposes of EASTCONN's schools and be for the benefit of its educational programs, student groups or extra-curricular activities;
3. The fundraising must not be anticipated to bring additional costs to EASTCONN;
4. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;
5. Students may not be compelled to participate in fundraising; all such fundraising activity shall be voluntary in nature;
6. Prior to a student (below the age of 18) engaging in any fundraising activity, his/her parents shall be informed and written authorization shall be obtained to permit their children to participate;
7. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;
8. The fundraising will not be considered an official endorsement of any business or product;
9. The fundraising must not be in conflict with any provisions of the school code or public law;
10. Door-to-door solicitations by students are prohibited by these regulations; and
11. The fundraising must comply with all applicable provisions of Board policy and regulation relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

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Prior approval required:

Fundraising activities shall not be initiated until prior approval is secured as set forth in these regulations.

Requests for prior approval for fundraising activities anticipated to raise funds less than $5,000 shall be made in advance in writing to the Director of Education Services or designee, at least one (1) month prior to the commencement of the activity. The Director of Education Services or designee shall indicate his/her approval in writing to the organization/student(s)/employee(s) applying for approval.

Requests for prior approval for fundraising activities anticipated to raise funds of $5000 and over shall be made in advance in writing to the Director of Education Services, at least two (2) months prior to the commencement of the activity. Upon receipt of approval from the Director of Education Services or designee, the request shall then be forwarded to Executive Director or designee for approval. The Executive Director or designee shall indicate his/her approval in writing to the organization/student(s)/employee(s) applying for approval.

Use of Crowdfunding Activities

Prior to engaging in any crowdfunding activities (e.g. DonorsChoose, Kickstarter, GoFundMe, etc.) for EASTCONN, its schools, classes, or extracurricular teams or clubs, an employee, student, parent support or other fundraising group must first apply in writing to the Director of Education Services and receive prior approval for the crowdfunding activity as outlined above. However, requests to the Director of Education Services for prior approval of crowdfunding activities must also include the name of the website or application to be utilized, a full description of the reason for the crowdfunding activity, a copy of the proposed personal profile to be listed on the site/application, and the proposed content to be uploaded to the crowdfunding website or application, including images. Any updates to the content must be approved prior to uploading.

In addition to following the procedures outlined below for the handling of funds and record-keeping, the following additional regulations apply to funds received from crowdfunding activities. Any funds received from crowdfunding activities must be deposited directly into a school activity fund and may not first be received by the employee, student, parent group or other fundraising group. Crowdfunding activities must comply with all Board policies, regulations and procedures, and shall not include photos of students or the sharing of any confidential student information.

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Handling of Funds and Record-Keeping:

The fundraising activity must comply with all applicable policies and procedures with respect to the processing of monies by staff members and/or students (e.g. school activity fund regulations and regulations pertaining to maintaining cash within classrooms or school buildings).

Student, parent support or other sanctioned fundraising groups shall keep detailed and accurate contemporaneous records of the fundraising activity, with the Sponsor responsible for ensuring compliance with this requirement.

Such detailed and accurate records shall be subject to inspection by school officials at any time.

At the end of the activity, the Sponsor shall produce a final report showing the amount of money raised, the number of students who participated, the purposes for which the designated funds will be used, and any other information as may be required by the Director of Education Services and/or the Executive Director.

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FUNDRAISING APPROVAL REQUEST FORM

Name of Organization: _____

School(s) or Student Activities Intended to Benefit from Fundraising Activity:

_____

Brief Description of Fundraising Activity:

_____

_____

_____

_____

Name of Adult Responsible for Fundraising Activity ("Sponsor"):

_____

Contact Information for Sponsor:

Telephone #:_____

Email Address: _____

Date(s) on Which the Fundraising Activity Will Occur: _____

Anticipated Total Funds to be Solicited: _____

Signature of Director of Education Services or Executive Director:

Name: _____ Date: _____

Title: _____

Parent/Guardian Authorization:

I have received information pertaining to the fundraising activity described above. By signing below, I give my permission for my child to participate in the fundraising activity.

Name of Child: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____**Date: _____**

Home Phone Number: _____Cell: _____Work: _____

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