



NEWMAN LEADERSHIP ACADEMY

FUNDRAISING POLICY

The Board of Directors recognizes that fundraising activities are used by the school as well as school-sponsored organizations to support school-related endeavors. The Board approves of fund raising by these groups as long as the proceeds of these activities contribute to the educational experience of students and that the conduct of these activities does not conflict with or disrupt the operation of the instructional program. The Board is not responsible for any fundraising activities that are not approved in accordance with the guidelines and regulations set forth in this policy.

The Board of Directors recognizes that Fundraising is a vital component of the educational experience at Newman Leadership Academy. The Board of Directors recognizes that NLA as well as parents/guardians may wish to organize fundraising activities/events/programs for the purpose of raising money to support programs including, but not limited to, educational programs, enrichment programs, camps, clubs and/or extracurricular programs, arts, sciences, music and dance and athletics. The Board of Directors supports such activities and welcomes parental interest and participation. NLA sponsored and parent/guardians sponsored fundraising activities/events shall be especially careful not to seek advantages for the activities they support that may be detrimental to other activities and/or programs or the NLA as a whole.

Purpose

The purpose of this policy is to provide a framework for fundraising activities that safeguards instructional time, supports a common educational experience for all students, and includes appropriate accountability provisions.

Definitions

Advertising – the display of a message, logo, website, phone number, address, or photograph of an individual, service, or product on school property or in an official school communication in return for a fee.

Charitable Cause – Recognized non-profit organization, or local, regional, national or international charitable concern.

Co-curricular and extra-curricular activities – Activities that relate directly to or complement the curriculum, or activities supported by the school or its staff in which students participate.

Fundraising/Fundraiser – Any activity, event or program held by the school, a school staff member, a school-sponsored organization, or any non-school organization that is advertised as intended to

generate money, goods or services to be returned to the school or students as well as any activity, event or program advertised as intended to raise revenue on behalf of a charitable cause.

Fundraising Committee – School-based committee appointed by the Board of Directors for the purpose of considering fundraising activities.

School-sponsored organization – Any organization (e.g., athletic teams, student groups, clubs) for which the school provides supervision.

Vendor – Any individual or company providing goods or services for a fundraiser in expectation of a share of the earnings.

Standards/Guidelines

A. The provisions of this policy apply to fundraising activities held by the school, as well as those held by school-sponsored organizations, non-school organizations, parents and community members.

B. All items purchased using fundraising proceeds become the property of NLA and must conform to appropriate standards, specifications, and guidelines for use.

C. Prior to the beginning of each school year, the Board of Directors and school Administration will confer regarding the proposed fundraising activities to be conducted that fiscal year.

D. The annual budget shall include a line item of proposed fundraising activities, organizations and/or programs to benefit from such activities. It is understood that additional fundraising events may be considered throughout the school year that may not necessarily be known at the start of the school year.

E. The Executive Director/Principal or Designee shall announce to the parents at the start of the school year the proposed fundraising activities expected to be conducted that year. Parents will be provided updates as to any additional fundraising efforts and as well as goals met.

F. All collections and/or distributions resulting from Fundraising activities will be submitted the Executive Director/Principal or Designee.

H. Revenue generated by fundraising activities may only be used for the specific purpose of raising money for the school, the students, or on behalf of a charitable cause.

I. Approval -

1. Any fundraising activity must first be reviewed by the Executive Director/Principal or Designee then ratified by the Board Directors.
2. Fundraising activities will satisfy the following criteria:

- a) Must have a purpose consistent with the purposes of the school and be for the benefit of its educational programs, student groups or extra-curricular activities;
- b) Will promote the general welfare, education, morale and civic-mindedness of students;
- c) Will not conflict with or disrupt the education program;
- d) Must be suitable for the age and maturity of the students involved in the fundraising activity;
- e) Must be voluntary – parents/guardians, community members or students may not be compelled to participate in fundraising, all such fundraising activity shall be voluntary in nature;
- f) Fundraising will not be considered an official endorsement of any business or product;
- g) Fundraising must not be in conflict with any provisions of the school code or public law;
- h) Will not involve or permit door-to-door solicitation by students;
- i) The Fundraising Committee will designate either a NLA staff advisor or parent volunteer;
- j) The NLA staff advisor and a NLA designated parent/guardian/community member will supervise any collection of money by a minor(s);
- k) Ensure to take any and all precautions necessary to promote and protect the general welfare and safety of all children involved;
- l) Will not take place in an environment that endangers the health or safety of students;
- m) Will be conducted in accordance with applicable federal, state and local laws and regulations;
- n) Will not violate state gambling laws;
- o) Will comply with all provisions of any and all NLA policies and procedures, as well as the Parent-Student Handbook;
- p) Will not consist of advertising with the exception of student publications, yearbooks, written programs for student performances, school folders, and school book covers.

J. Reporting –

- 1. Financial information on school-based fundraising activities will be maintained through a designated account and supervised by the Executive Director/Principal and Board Treasurer.
- 2. Organizational and financial information on any and all fundraising activities will be reported to the Board of Directors on an as needed basis or at any time requested by the Board of Directors.
- 3. Financial information on all fundraising activities be provided to the Board of Directors at each regularly scheduled board meeting by either the Executive Director/Principal, Designee or Back Office Provider, as determined by the Executive Director/Principal.

4. Information on fundraising activities will be available to the public upon request.

Compliance / Handling of Funds Raised

- A. Compliance with applicable provisions of this policy is a condition of the continuation of any individual fundraising activity, as well as the approval of subsequent fundraising activities.
- B. Funds raised shall be handled in accordance with Financial Operations and Fiscal Management policies.
- C. Fundraising sponsors, NLA staff or administration, parents/guardians or community members shall not request reimbursement for any services or sale of goods in advance or support of a fundraising activity, without receiving prior written authorization from the Fundraising Committee. Any monies spent in conjunction with a fundraising activity without the prior authorization will be deemed donated. If an event is cancelled, reimbursements shall be made.
- D. Fundraising sponsors shall keep detailed and accurate contemporaneous records of funds raised. Such records shall be subject to inspection at any time.
- E. All funds raised shall be deposited into a designated fundraising account, coded/designated for the group, program or organization for which the funds were raised.
- F. The Executive Director/Principal or Designee, in conjunction with the Business Manager and the Back Office Provider will ensure an annual financial report for funds raised is created. This report will contain a summary for fundraising activities and donations, a list of items donated, a schedule detailing goods and services purchased with cash donations and fundraising proceeds.

Fundraising Requests

- A. Any school-sponsored organization, non-school organization, parent, guardian or community member wishing to raise funds for NLA or NLA students will provide the following information to the Executive Director/Principal or Designee for all fundraising events:
 1. Type of Fundraising activity
 2. Description of activity
 3. Name of the organization or staff member supervising
 4. Name and telephone number of a sponsor/contact person
 5. Dates/Times of the activity
 6. Name of the approved vendor to be used (if applicable)
 7. Financial estimates
 8. Intended use of funds
- B. Use of school facilities is subject to the provisions of this policy and use will be denied for fundraising activities that have not been approved by the Executive Director/Principal. All approved fundraisers involving the use of school facilities shall be scheduled on the school master calendar in accordance with school rules and Policies, as applicable.

- C. No publicity or advertisements for fundraisers will be disseminated through the School's communication channels without an approved fundraising application.

Reporting

- A. All fundraisers will complete and submit a report which details the funds raised, the program/organization that benefitted from such funds raised, and the date/time funds were collected and submitted to the NLA Administration. The report details should include:
 - 1. Gross income (money or fair market value of goods);
 - 2. Expenses;
 - 3. Net profit; and
 - 4. Intended or actual disbursement of net profit (purpose for funds raised)
- B. If the profit earned is a commission on sales and determined as a percentage of the gross income, the percentage shall also be provided.