



ADMINISTRATIVE PROCEDURE

CHARITY DRIVES IN THE SCHOOLS

5138

Procedure No.

July 1, 2019

Date

- I. **PURPOSE:** To provide the general guidelines for conduct of authorized charity events in schools.
- II. **POLICY:** The Board of Education recognizes the educational value in conducting charity drives in our schools as representing a part of the community and society in which we live. Participation by students in activities grounded in service reinforces their learning experiences and provides students with opportunities that support community investment and yield collective benefits.

To give effect to these considerations, the Board of Education authorizes up to two charity drives per school year. The student council representatives and other appropriate students with the support of an adult sponsor should be assigned the responsibility for collection and accounting of monies involved until turned over to the Principal at the end of the charity drive. (Board Policy 5138, Charity Drives)

- III. **DEFINITION:** For purposes of these procedures, a “charity drive” is defined as an organized effort on the part of a school to solicit voluntary monetary, material contributions or in kind voluntary assistance from its students for the purpose of subsidizing established local, state and/or national sanctioned charitable drives.

This definition excludes those drives considered to be under the sole discretion of the Principal of the school and conducted for the purpose of raising money for student activity efforts or for the establishment of local school memorial funds.

- IV. **PROCEDURES:** The following general procedures are for guidance in implementing approved charity drives.

A. General Considerations:

1. Participation in the charity drive must be voluntary.
2. No quotas, prizes, or contests should be involved in any form in conducting the drive.
3. All fund receipts and payments must flow through the school accounts.
4. Student government associations, councils, or in the absence of such, parent-faculty-student committees will be offered the responsibilities for managing and conducting the charity drives in accordance with these procedural guidelines.



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- B. Selection of Charities: Selection of charities should be a joint effort on the part of staff, student governing bodies and parents. Different selection criteria apply to elementary and secondary schools.
1. Elementary Schools:
 - a. Principal appoints staff representative to coordinate the charity drive events.
 - b. Staff representative assembles an appropriate committee of other staff, student representatives, and parents as a Charity Drive Committee; acts as chairperson.
 - c. Committee develops a plan to:
 - (1) Select charities (no more than two).
 - (2) Determine organization for the drive and student management and collection process.
 - (3) Establish period for drives – dates, schedule of implementation.
 - (4) Provide collection and accounting procedures that result in deposit in school funds and check payment for charity organization.
 - (5) Submit plan to Principal for approval.
 2. Secondary Schools:
 - a. Principal appoints staff representative to assist charity drive matters.
 - b. Staff representative provides student group (such as the Student Government Association/Student Council) with this Administrative Procedure and such other guidance as may be requested.
 - c. Staff representative will coordinate the student group (such as the Student Government/Student Council) in developing a plan to:



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- (1) Select charities (no more than two).
 - (2) Determine organization for the drive and the student management, and collection organization processes.
 - (3) Establish period for drive – dates, schedule of implementation.
 - (4) Provide collection and accounting procedures that result in deposit in school funds and check payment for charity organization.
 - (5) Submit plan to Principal for approval.
- C. Principal’s Approval: Principal reviews, modifies if necessary, and approves charity drive for implementation.
- D. Conduct of Drive: Student Government Association/Student Council in secondary schools or Faculty-Student-Parent groups in Elementary Schools manage and conduct drive in accordance with the approved plan.
- E. Conclusion of Drive: Principal reviews all matters in connection with the drive, collections, deposits, and accomplishes the following:
1. Provides appropriate check from school accounts to Charity involved.
 2. Provides for reporting results to students, parents, and other groups concerned.
- V. **MONITORING AND COMPLIANCE:** Schools will maintain a copy of each charity event request in a secure file located in the main office. The folder should be titled Charity Drives in Schools. There should be a folder for each school year.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This administrative procedure originates with The Division of Academics Department of Curriculum and Instruction and will be reviewed and updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5138, dated July 1, 2010.
- VIII. **EFFECTIVE DATE:** July 1, 2019.