

MIDDLETOWN PUBLIC SCHOOLS
STUDENT ACTIVITIES/FUND RAISING POLICY

POLICY STATEMENT:

The Middletown School Committee authorizes the establishment and maintenance of student activity accounts at Middletown Public Schools. An administrator (principal/Superintendent designee) of the school shall be responsible for the proper administration of the financial activities of each student activity account in accordance with the generally accepted accounting principles and standards adopted by the Rhode Island Board of Regents for Education.

Student activity funds shall be intended to promote the general welfare, education and school activities of all students. Such funds are designated to finance extra-curricular activities of the student body and shall augment but not replace the activities provided by the Middletown School Committee.

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GENERAL OPERATING GUIDELINES:

A. ADMINISTRATION

1. The Superintendent shall have responsibility and authority to implement all policies and rules pertaining to the supervision and administration of student activity funds in accordance with established policies and guidelines of the Middletown School Committee.
2. The principal of the school, as trustee, shall be directly responsible for the conduct of student financial activities in accordance with the policies, guidelines and procedures set forth by the State of Rhode Island, Middletown School Committee and Superintendent of Schools.
3. The student funds **may not** be used to circumvent the normal purchasing procedure established by the School Committee.
4. Meetings will be held at the beginning of each school year to review policies and procedures with the following people and to delineate areas of responsibility, duties, authority, accounting procedures, controls, etc.

Principal and other administrators
Director of Athletics
Director of Student Activities
Faculty Advisors
Secretary/bookkeeper
Student Officers
Club Representatives

5. Each school shall submit annual financial reports to the Business Manager. Such reports shall be prepared in accordance with generally accepted accounting principles and standards adopted by the Rhode Island Board of Regents for Education
6. Each fund shall have its own checking account (if necessary). Such accounts shall be reconciled on a monthly basis by the Building Principal or his/her designee.

7. Middletown School Department employees and/or any other individual or group are prohibited from making purchases through a student body in order to take advantage of student body purchasing privilege, credit capacity, or tax-exempt status.

ACCOUNTING PROCEDURES:

A. CASH RECEIPTS:

1. All monies collected shall be deposited (on a daily basis) in the appropriate student fund account at a local financial institution approved by the Business Manager.
2. Cash receipts journals shall be maintained. Such a record shall provide a listing of all receipts for each organization.
3. Cash receipts records shall identify items comprising a deposit so that there is agreement with the deposit slips and bank statements.
4. Deposit slips shall be maintained in duplicate. One copy shall be retained by the school office. One copy shall be maintained with the cash receipt journal of the appropriate student funds.
5. Cash receipts earned from interest shall be credited to the appropriate student fund.

B. CASH DISBURSEMENTS:

1. All cash disbursements shall be by pre-numbered checks.
2. All cash disbursements shall be supported by proper invoices or other documentation, which bear signatures certifying receipt of merchandise.
3. All disbursements shall be properly authorized by the governing body of such funds.
4. Cash transfers and withdrawals shall not be made without proper documented authorization.
5. Blank checks must never be signed.
6. Monies collected shall not be used to cash checks from any source.
7. Student Activity funds shall not be used as a loan or credit to any person.

C. ANNUAL FINANCIAL STATEMENT

1. Shall be prepared by the Principal or his/her designee at the end of the school year.
2. The statement will reflect all cash receipts and all cash disbursements that have occurred during the school year. The balance will reconcile with the June bank statement.
3. All invoices, journals, checkbooks, and annual statements will be left at the Business Office at the end of the school year. These records will be audited along with all other District Accounts.

SOURCES OF STUDENT ACTIVITY FUNDS:

A. ATHLETICS

The following may be sources of income from athletics provided they are in accordance with league agreements and with policies and regulations of the Middletown School Committee.

1. Sale of tickets. All tickets to be pre-numbered.
2. Program sales.

B. SALES

Sales at all student activities may be operated by a student activity or by an outside agency as may be approved by the Middletown School Committee. The profits from these sales will be credited to the activity running the concession.

C. PAY ENTERTAINMENTS

Entertainments to which admission is charged should be kept to a minimum number and admission charges fixed at amounts reasonably permitting the maximum number of pupils to attend.

D. PUBLICATIONS

The Principal and the Advisor will recommend, in advance, all contracts for school newspapers, yearbooks and other publications to the School Committee.

The selling price of student body publications shall be set at a point or provision made in the student body budget so that the maximum number of pupils may benefit from the publications.

E. GIFTS

Gifts of money or materials may be accepted by the Student Activity Fund and will be handled as either an expendable or non-expendable trust fund or as an agency fund. Use of such gifts should comply with district policies and should not be used for personal use of any individual.

F. FUNDRAISING BY GROUPS WITHIN THE STUDENT BODY

Income of special groups must be raised from either dues, sales of tickets, or other approved activities limited to active members of the group enrolled at the school. No group may sell any items to the general student body such as ice cream, or candy at athletic events and retain the profits unless such is the established policy of the school.

G. FUNDRAISING DRIVES BY THE STUDENT BODY

Fundraising drives by the student body must be conducted in accordance with school policies. They should be scheduled carefully to avoid conflict with other departments or organizations, and should provide minimum interference with the school educational program.

H. INACTIVE ACCOUNTS

Balances of inactive accounts or accounts with graduated classes should be transferred to Student Fund-General Fund upon proper authorization unless a specific provision is made reflecting future plans approved by the school's administration.

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PROFITS/BALANCES VENDING MACHINES

1. Profits from all vending machines on **school property** will be maintained in the school account, in order to fund programs, activities and student recognition. A financial statement indicating gross sales, cost of goods sold, and net profit, shall be completed each year and made available for audit.
2. An approved vendor or a staff member designated by the building principal shall fill vending machines. A receipt shall be required upon completion of replenishment of goods.

PARENT/TEACHER ORGANIZATIONS (PTA, PTO, PTG'S)

The Middletown School Committee is appreciative of the role parent teacher organizations play in fundraising activities. All fundraising must comply with district policies, guidelines and state statutes.

1. It is recognized that PTA activities are a result of meaningful dialogue between administration, parents and teachers.
2. Door to door solicitation by students is prohibited.
3. Prior to receipt of all donations of materials, equipment and or services, notification must be made to the building principal and Central Administration. These donations shall become the property of the Middletown Public Schools.

BOOSTER ORGANIZATIONS

The School Committee appreciates the contributions of booster organizations. Principals and teachers should seek to support such organizations through cooperation and communication to ensure compliance with the policies and the goals of the district.

The School Committee assumes the responsibility of providing all staff and students with equipment, facilities and uniforms required for participation in approved programs. Booster organizations may seek to enhance these programs through fundraising and volunteer assistance with the approval of the Superintendent of Schools or his/her designee.

1. At the start of each school year the Building Principal shall submit to the Superintendent a list of all recognized booster organizations and all fundraising activities planned for the school year, including raffles and other games of chance. Additional organizations must seek approval from the Principal who will forward all changes and additions to the Superintendent.
2. Each booster organization will appoint a representative to work as a liaison with the Building Principal to ensure that fundraising goals are appropriate, do not place undue strain on community resources, and follow School Committee policy.
3. All donations of materials, supplies, equipment or services shall become the property of the Middletown Public Schools with the exception of individual awards or gifts to individual students.
4. The statement will reflect all cash receipts and all cash disbursements that have occurred during the school year. The balance will reconcile with the June bank statement.

RAFFLES

Raffles may be conducted within the school department as authorized by state law and in accordance with School Committee policy. Raffles will be permitted only by eligible recognized groups, within the school department, and approved upon showing that the proceeds will be used to further educational goals or for other school related activities. Raffles conducted by groups outside the school department must have approval of the Superintendent of Schools.

CORPORATE AND FOUNDATION

Prior to receipt, all private, corporate and foundation funding must be reported to the Superintendent of Schools for approval. Business or promotional advertising and product endorsement on school property, will be approved by the Superintendent of Schools, School Committee, Business Manager and Director of Facilities Management. Approval will be based on state and local guidelines, School Committee Policy and review by legal counsel.

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PARTICIPATION IN "THONS"

DEFINITION:

"Thons" are defined as fundraising activities conducted by outside organizations working together for the common good.

PROCEDURES:

1. Initial communication from the requesting agency is made through the central office.
2. Requesting agencies whose "Thons" meet the criteria will be forwarded to the school principal.
3. The principal will discuss the "Thon" with the faculty.
4. The principal will confer and notify the Parent Organization of the school's participation.
5. The principal will notify central office of their participation in the "Thon".

CRITERIA FOR SELECTION:

1. Schools may participate in "Thons" sponsored by outside organizations, not to exceed three per year unless approved by the Superintendent.
2. The amount of school time should be minimal.
3. Schools will not be directly involved in the collection of funds, whenever possible.
4. Door to door student solicitation is not allowed.

CASUAL PARTICIPATION:

A school may participate in as many community outreach efforts as the principal deems appropriate. Casual participation is characterized by not utilizing school/student instructional time, but rather, posters, handouts or announcements (i.e. food drives, clothing drives, etc.).

DIRECT PARTICIPATION:

Requires the direct involvement of students and staff during the instructional day.

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APPROVAL FOR VENDING MACHINE(S)

Approval by the Building Principal and Superintendent of Schools is required prior to the installation of a vending machine in a Middletown Public Schools Building. The number of vending machines allowed will be at the discretion of the Superintendent.

Vending Machine:		
Vendor:		
Date of Installation:		
School/Location:		
Profit from vending machine will be distributed to:		
Person(s) Responsible:		
Vending Machine is maintained by:		
Principal:		Date:
Superintendent:		Date:

*Middletown Public Schools
Approval for a Fund Raiser*

Date of Fund Raiser:	
School:	
Sponsor of Fund Raiser:	
Details of Fund Raiser (include numbers, space needed, equipment, etc.):	
Purpose for Fund Raiser:	
Person(s) Responsible:	
Principal:	Date:

Additional Comments:

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Committee Members

Dr. Edward Mara, Chair, Director of Instructions and Support Services
Catherine M. McLeish, Business Manager
William E. Marchetti, Director of Facilities Management
Jack Regan, Principal, Middletown High School
Vincent Giuliano, Principal, Gaudet Middle School
Constance Sullivan, Principal, Linden School
Betsey Hyman, Principal, J.F. Kennedy School
Michelle Theberge, Principal, Aquidneck School
Stephen Ponte, Principal, Forest Avenue School

Approved – July 19, 2001