

1 FRANKLIN CENTRAL SUPERVISORY UNION AND ITS MEMBER SCHOOL  
2 DISTRICTS

3  
4 **COMMON PROCEDURE FOR**  
5 **PUBLIC SOLICITATIONS AND ADVERTISING IN SCHOOLS H4**  
6

7 Franklin Central Supervisory Union and its member school districts will endeavor to  
8 filter out non-educational related solicitations to its employees and students. The Central  
9 Office shall be responsible for developing and maintaining the criteria and procedure for  
10 seeking approval to disseminate information or solicit. Solicitations for funding  
11 educational programs benefiting the District may be allowed if such fundraising activities  
12 are in accordance with the following expectations:

13  
14 **Public Solicitations and Advertising in Schools by Non-School Groups:** Any group  
15 *not affiliated with the school* who wishes to provide information to employees and  
16 students about activities/events or raise money in support of the school (i.e. facilities,  
17 activities, programs, or related enhancements) must provide a written application for their  
18 project/activity to the Principal/Director prior to the commencement of information  
19 dissemination or a fundraising activity. Approval from the Principal/Director is required.  
20

- 21 1. All non-school groups wishing to distribute materials at FCSU and/or a member  
22 school district will need to complete the *Public Solicitations and Advertising in*  
23 *Schools* Application and include a copy of the flyer or material they wish to  
24 distribute. Applications may be obtained at the FCSU and/or member school  
25 locations.  
26
- 27 2. The School Administration will review the application and supplemental materials  
28 and provide a decision to the organization if they are allowed to proceed.  
29
- 30 3. Organizations that are recognized as educational partners (i.e. the St. Albans  
31 Recreation Department) with the FCSU and its member school districts will be  
32 allowed to distribute flyers to classrooms and post information on bulletin boards  
33 and/or leave information in lobbies without a formal application, at the discretion of  
34 the Principal/Director.  
35
- 36 4. Information that is considered a public service (i.e. information on voting from Town  
37 or City Hall) may also be distributed to classrooms.  
38
- 39 5. Distribution of informational materials not related directly to the instructional  
40 program will be approved only if there are no costs associated for staff, students, and  
41 families and the program will be of a benefit to students and/or staff, as deemed so by  
42 the Principal/Director.  
43
- 44 6. The School Administration may allow notification of other beneficial community  
45 activities and opportunities for students and staff that may require fees (after approval  
46 of the application). Copies of posters or flyers may be placed in the lobbies.

47 7. The School Administration reserves the right to deny any request or application that  
48 is not directly related to the instructional program.  
49

50 **Public Solicitations and Advertising in Schools by School Groups:** It is recognized  
51 that grade level teams, classrooms, the Parent-Teacher Association, or other school  
52 groups may, from time to time, want to raise funds to enhance the educational experience  
53 of the students. This criterion for approval shall include the restriction that “door-to  
54 door” solicitation by students is not permitted. Solicitation by students will be limited to  
55 their family, friends, relatives, friends of family, and school personnel. The  
56 Board/Superintendent reserves their right to review the Principal/Tech Director’s  
57 requirements for approval and make any necessary adjustments.  
58

59 Acceptance of funds shall be in accordance with the school’s practice and policy on  
60 donations, gifts, grants and bequests as later outlined in this policy. The Principal/Tech  
61 Director/Superintendent/Board retains the right to accept or refuse any donation, gifts,  
62 grants, or bequests.  
63

- 64 1. All fundraising activities *involving a school group* must receive prior approval from  
65 the Principal/Director. The Principal will inform the Board of approved and  
66 unapproved fundraising activities.  
67
- 68 2. Approval by the Principal to fundraise for the school’s benefit does not imply a right  
69 to use the school name or indicate association or affiliation with the school. The use  
70 of the school name must be specifically approved by the Board.  
71
- 72 3. Solicitations conducted “door to door” by students is not permitted. Solicitation by  
73 students will be limited to their family, friends, relatives, friends of family, and  
74 school personnel.  
75
- 76 4. It shall be the responsibility of the Principal/Designee to prudently manage the  
77 accounting of these funds and how such funds shall be held.  
78
- 79 5. The Board/Superintendent reserves their right to review the Principal/Director’s  
80 requirements for approval and make any necessary adjustments.  
81

82 **Donations, Gifts, Grants, and Bequests:** Donations, gifts, non-school initiated grants,  
83 or bequests made to the Franklin Central Supervisory Union and/or its member school  
84 districts or employees may be accepted only in accordance with the procedures developed  
85 by the Superintendent and approved by the Board.  
86

- 87 1. Donations, gifts, non-school initiated grants, or bequests made to the FCSU and/or its  
88 member school districts with a value of \$1,000 or greater may be accepted only by  
89 the appropriate Board.  
90

- 91 2. Donations, gifts, non-school initiated grants, or bequests made to the FCSU and/or its  
92 member school districts with a value greater than \$49.00 and up to \$1,000 may be  
93 accepted by the Superintendent/Principal/Director.  
94
- 95 3. Donations, gifts, non-school initiated grants, or bequests made to the FCSU and/or its  
96 member school districts with a value less than \$49.00 may be accepted by an  
97 employee of the school.  
98
- 99 4. In all cases, approval of such donations, gifts, grants, or bequests shall be considered  
100 if in compliance with the following criteria:  
101
- 102 a. Acceptance of the donation, gift, non-school initiated grant, or bequest is not in  
103 conflict with provisions of public law or school policies.  
104
- 105 b. Acceptance of the donation, gift, non-school initiated grant, or bequest does not  
106 require or imply the endorsement of any business or commercial product.  
107
- 108 c. Acceptance of the donation, gift, non-school initiated grant, or bequest does not  
109 require Board commitment of District or Supervisory Union funds, except when  
110 the Board would choose to expend those funds for the same purposes for which  
111 the donation, gift, grant, or bequest is offered.  
112
- 113 d. Acceptance of the donation, gift, non-school initiated grant, or bequest is judged  
114 to be in the best interests of providing quality education for the pupils of the  
115 District.  
116
- 117 5. The Board may waive any or all of the above criteria should it be deemed necessary and  
118 appropriate.  
119
- 120 6. The Board and its designees reserve the right to decline any donation, gift, non-school  
121 initiated grant, or bequest which, in the opinion of the Board, places or carries either a  
122 restriction or an obligation that is considered to be inappropriate or not in the best  
123 interests of the district or supervisory union.  
124
- 125 7. All donations, gifts, non-school initiated grants, or bequests to the school or the  
126 district shall become the property of the school district.  
127

128 **Public Solicitations for Commercial or Political Purposes:** The Franklin Central  
129 Supervisory Union and its member school districts discourage and restrict solicitation of  
130 students and staff on school premises for commercial and/or political purposes. The  
131 Superintendent in consultation with the Principal/Director will develop procedures that  
132 will guide the decision-making process.  
133

134 The FCSU and its member school districts discourage and restrict solicitation of students  
135 and staff on school premises for commercial and/or political purposes. Approval of the  
136 Principal/Director is needed:

- 137 a. to post bulletins announcing services to staff and students;
- 138
- 139 b. to distribute commercial or political materials;
- 140
- 141 c. for all fundraising activities;
- 142
- 143 d. for sales or solicitation on the school premises; and,
- 144
- 145 e. for distribution of any informational materials not related directly to the
- 146 instructional program.
- 147

148 The Principal/Director will consult with the Superintendent/designee to guide the  
149 decision-making process.

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151

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153 2012.02.10

**FCSU Application for Public Solicitations and Advertising in Schools Application**

**Date:** \_\_\_\_\_

**School:**  BFA  NWTC  SATEC  SAC  Fairfield  FCSU

**Activity Requested:**  Fundraising  Posting/Advertising  Other Solicitation/Donation

**Group Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

Who (*students/classes/grades*) will benefit from the activity requested? \_\_\_\_\_

\_\_\_\_\_

**Fundraising Information:** (*Please attach a copy of the fundraising materials you wish to use/distribute.*)

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Event Dates: \_\_\_\_\_

**Public Solicitation Information:** (*Please attach a copy of the flyer or materials you wish to distribute.*)

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Please indicate the cost, if any, for students and/or families to participate in your activity or program?

\_\_\_\_\_

How will requested information be disseminated?

- Posted on Bulletin Boards
- Information left in the school lobby
- Handed to individual students in classrooms (what grades \_\_\_\_\_)
- Other, \_\_\_\_\_

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\_\_\_\_\_ Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Administration Denial: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

## FCSU Fundraising Application

*Note: While we will support some fundraising activities that include selling products with the organization getting a percentage of the revenues, we prefer to see activities that benefit students and families and promote family involvement. (dances, movie night, event night, etc.)*

Date of Request : \_\_\_\_\_

Name of Group/Teacher: \_\_\_\_\_

Address of Group: \_\_\_\_\_

email address of organization/contact: \_\_\_\_\_

Name of (Adult) Supervisor: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone number (extension) person: \_\_\_\_\_

Type of Fundraising Requested: \_\_\_\_\_

Estimate of the amount of money expected to be raised with this activity: \_\_\_\_\_

Account where money will be deposited: \_\_\_\_\_

Start Date of Fundraising event: \_\_\_\_\_ End Date of Fundraising event: \_\_\_\_\_

Describe below how the funds raised will be used, and the students who will benefit :

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*Please attach a copy of the fundraising materials you wish to use/distribute.

-----  
\_\_\_\_\_ Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Administration Denial: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

*Form is given to building principal.*