

# REGULATION OF THE PRINCIPAL

Category: **STUDENTS**

Issued: 6/28/17

Number: SA-R-510

Subject: FUNDRAISING ACTIVITIES AND COLLECTION OF MONEY FROM STUDENTS

## SUMMARY

Fundraising is any activity related to the solicitation of moneys by a school or parent-teacher association to be deposited (See Exhibit A) into a general organization or other school account separate from accounts in which city, state or federal funds are maintained. This regulation defines fund raising activities and the parameters regarding fund-raisers, including when they may be held, and sets forth internal controls for moneys collected and their expenditure, in accordance with policy SA-P-5510.

6. Such activities must not interfere with the instructional program of the school without written approval by the principal or designee.
  - a. Fundraisers sponsored by the parent-teacher association require the principal's written approval if they are to be held during school hours and:
    - 1) involve students; or
    - 2) are to be held on school property
  - b. Fundraising activities that involve the students during school hours should be limited to a maximum of three per year by the school and two per year by the parent association or parent-teacher association. This requirement does not apply to the school sale of milk, refreshments or publications; or school club activities during lunch period.

Proceeds from school-sponsored fundraising activities accrue to the school's treasury; proceeds from parent-sponsored fundraising activities accrue to the parent association treasury. In either case, proceeds must be used to supplement or complement the educational, social and cultural programs of the school.

2. The following fundraising activities are prohibited:
  - a. The sale of tickets for children's attendance at movie houses and theatres unless the project is directly connected with the curriculum.
  - b. House-to-house solicitations of funds by children.
  - c. The sale of raffle tickets to any children.
  - d. Bingo or any other form of gambling.
3. Commercial Photography

- a. The decision as to whether this fund raising activity is to be used in the school rests with the principal after consultation with the executive board of the parent association.
  - b. The selection of the photographer is the responsibility of the executive board of the parent association with the consent of the principal. The contract is signed by the parent association.
  - c. The money from this project is placed in the treasury of the parent association to be used for the benefit of the children in the school.
  - d. A consent slip must be on file in the principal's office for every child who is photographed. This consent slip should explain the reason for the project and should indicate the costs of the photographs. A signed order form (See Exhibit B) from the parent can serve as the necessary consent slip. No child is to be photographed without his/her parent's consent. Similar procedures are to be followed for group pictures.
- 4.** No teacher or parent shall make any collections of money from students unless authorized in writing by the principal. Outside organizations (for profit or non-profit) are prohibited from collecting money from students unless authorized in writing by the principal or his/her designee.
- 5.** Appropriate internal controls are necessary to provide an adequate audit trail for moneys collected and expended as a result of fundraising activities.
- a. Under the direction of the principal, a statement (Exhibit C) shall be prepared and kept on file in the school treasurer's office for inspection by authorized persons giving the nature of the fundraising activity, the name of the teacher in charge of the collection and the principal's written approval.
  - a. Upon the completion of a specific money collection activity, or at the end of the term, whichever is earlier, each teacher in charge of a specific activity must submit a signed report to the school treasurer accounting for the total money collected during the period of the activity.
  - b. No expenditure shall be made by teachers out of moneys collected. Such collections must be paid to the school treasurer in full. Necessary expenditures must be approved by the principal or his/her designee and made by the school treasurer by check, or from petty cash. There must be approved bills or vouchers on file to support all expenditures.
- 6.** Materials and textbooks supplied by the Department of Education for use in classes, shops or laboratories shall not under any circumstances be sold, nor shall any charge for them be made to the students. This shall not be construed to prevent the sale to students and/or the public of finished products or projects manufactured in the laboratories or shops in the routine conduct of such laboratories or shops as part of the regular instructional program. Neither shall this paragraph be construed to prevent the assessment of charges for loss,

breakage, or damage of shop and laboratory supplies, textbooks, equipment or student identification or program cards.

I. **INQUIRIES**

Inquiries pertaining to this regulation should be addressed to:

Telephone:	Dept. of Treasury	Email:
1+ (845) 341-1935	42 Jason Place	contactus@feitianacademy.org
Middletown, NY 10940 USA		

**(EXHIBIT A)**  
**FEI TIAN ACADEMY OF ARTS EXTRA-CLASSROOM ACTIVITY FUNDS DEPOSIT SLIP**

No. \_\_\_\_\_

Date \_\_\_\_\_

Club \_\_\_\_\_

**Itemization of Receipts:**

Amount:

COINS \_\_\_\_\_

\$ \_\_\_\_\_

BILLS \_\_\_\_\_

\$ \_\_\_\_\_

CHECKS \_\_\_\_\_

\$ \_\_\_\_\_

OTHER \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL AMOUNT

\$ \_\_\_\_\_

**Advisor Signature** \_\_\_\_\_

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

INITIAL: STUDENT TREASURER \_\_\_\_\_

SCHOOL TREASURER \_\_\_\_\_

**ADMISSIONS (if applicable)**

Tickets: Starting Number \_\_\_\_\_ Ending Number \_\_\_\_\_

# of Tickets \_\_\_\_\_ x Cost per ticket \$ \_\_\_\_\_ = \$ \_\_\_\_\_

# of Tickets Sold \_\_\_\_\_ x Cost per ticket \$ \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE (EXHIBIT B)**  
(e.g. educational, public service, or health awareness purposes)

Student's Full Name

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**RELEASE OF LIABILITY**

Initial I hereby agree to be responsible for the conduct and actions of my child and to release Fei Tian Academy of the Arts - Middletown (FTAA-MT) from any claims and demands that may occur during my child's participation in the FTAA-MT and extra-curricular activities held on or outside of the FTAA-MT premises.

Furthermore, I agree to release FTAA-MT and its agents and employees and will hold them harmless from all claims, demands and liabilities whatsoever that may arise from incidents or accidents involving my child and myself while on or outside of the FTAA-MT premises during classes or extra-curricular activities, to the extent allowed by law.

This release form will be valid during the entire duration my child is enrolled at FTAA-MT.

**PHOTO RELEASE**

Initial I hereby consent to my child's participation in interviews, the use of quotes, and the taking of photographs, movies, or video during FTAA-MT events, performances, and classes both on and off campus. I understand that these interviews, quotes, photos, movies and/or videos will solely be used by FTAA-MT for nonprofit purposes including the school's publications, advertisements, internet, and all other forms of media. They will not be shared with any individual(s) or organization(s) outside of the school or used for a purpose other than school related business. Neither, I, nor my relatives, heirs, or executors will make a monetary or other claim against FTAA-MT for the use of these interviews, quotes, photograph(s), movies and/or videos.

**PERMISSION TO VIEW FILM/VIDEO**

Initial I understand that from time to time FTAA-MT will be showing films and other visual materials to the students, either for educational or entertainment purposes. All films and visual materials shown must be approved my staff.

I hereby give my child permission to view selected curriculum and school appropriate films/videos related to classroom content and subject, or which are shown for entertainment purposes, according to the following ratings:

G	For all ages	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PG	Some material may not be suitable for children	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PG-13	Some material may be inappropriate for children under 13	<input type="checkbox"/> YES	<input type="checkbox"/> NO
R	Restricted, under 17 requires accompanying adult	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**X**

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Parent's/Guardian's Signature

Date: \_\_\_\_\_  
(MM/DD/YYYY)

(EXHIBIT C)  
**FEI TIAN ACADEMY OF ARTS**  
**ACTIVITY AND SCHOOL SALES REQUEST FORM**

Today's Date: \_\_\_\_\_

Name of  
Organization: \_\_\_\_\_

**Are you requesting:**

\_\_\_\_\_ An activity with fundraising for profit.

\_\_\_\_\_ An activity with exchange of money but profit is either not anticipated or is secondary to the activity.

\_\_\_\_\_ An activity with no exchange of money.

**Name of Activity:**

\_\_\_\_\_

**Describe in detail the activity (include any item(s) or service(s) for sale, the anticipated cost of the item or service, and the name of any outside company sponsoring the fundraiser for profit):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date(s) of Activity:**

\_\_\_\_\_

**Time(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Advisor(s):** \_\_\_\_\_

**CHAPERONES:**

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**Approved by Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All claim forms and expenditures paid for by the extra-classroom organization/club fund checks must be submitted to the School Treasurer.**