

North Adams Public Schools

Procedure for Student Fundraising and Donation Drives

1. If the drive is part of a Service-Learning Project, submit either the Mini-Grant Application or the Service-Learning Project Permission Form (for non-funded projects).

The forms can be downloaded at:

http://dhs.napsk12.org/apps/pages/index.jsp?uREC_ID=277880&type=d&pREC_ID=620166

Please also review the “Fundraising Activities and Service-Learning” article posted on the district service-learning webpage at the above link.

2. Submit the Fundraising and Donation Drive Permission Request Form to the Principal.
3. The Principal will review the request and forward it to the Superintendent.
4. After review by the Superintendent, copies of the permission form stating either the approval or denial status will be sent to: a) the sponsoring teacher or advisor and b) the school office staff.
5. The school office staff will maintain a calendar and log of all school fundraising and donation drives.

Examples of Fundraising that require School Committee Approval:

- Sale of goods produced by for-profit companies
- Direct solicitation of students or employees
- General or classroom distribution of commercial or fundraising literature
- Any other deemed indicated by the Superintendent because of scope, amount of funds sought, etc.

Example of Fundraising that may be considered for approval by the Principal and Superintendent:

- Proposals to raise funds for charitable purposes or for benefit of the school or community

References:

NAPS SC Policy JJE Student Fundraising Activities

NAPS SC Policy JP Student Gifts and Solicitations

NAPS SC Policy KHA Public Solicitations in the Schools