





# Cumberland School Department

## Fundraising & Flyer Distribution Packet

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-  Frequently Asked Questions About Fundraising and Flyer Distribution
-  Application for Flyer Distribution
-  Application for Approval of Fundraising Activity/Event

Packet Updated: 8/25/2016

# Cumberland School Department Policy Manual

## STUDENTS

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### STUDENT FUNDRAISING

J-15

The purpose of this policy is to protect the rights of students pursuant to Rhode Island General Law, Section 16-38-6 and related laws which prohibit the involvement of students in commercial activities. By design, such laws address the potential harm of subjecting students to influential advertisement campaigns or presenting an expectation that a student must participate in some financial or personal way in an activity that does not directly relate to the district instructional goals.

Fundraising is deemed appropriate when it supports school goals and organizations, enhances classroom and school activities, or engages student in community service. To that end, this policy provides an authorized student group the latitude which is necessary for it to raise money to support the activities which it sponsors. However, no individual, group or organization for whatever purpose shall solicit, exact or receive from any pupil in any school any contribution or gift of money or article of value except under the conditions within this policy.

Given the interest in supporting school organizations and the educational value of engaging students in community service, the following guidelines should direct any fund raising event authorized in the school district.

1. The request for fundraising must be approved by the Superintendent or his/her designee prior to the proposed activity.
2. The request must be approved by the school administrator prior to submission to the Superintendent.
3. Fundraising events must not interfere with the instructional day as defined by the Regulations of the R.I. Board of Regents.
4. Fundraising activities must be consistent with the District Wellness Policy (Cumberland Nutrition & Physical Activity Policy).
5. The fundraising activities must:
  - A. Support the organizational goals for the requesting group and/or
  - B. Demonstrate educational value for the instructional program, and/or
  - C. Engage students in appropriate, school-authorized service-learning.
6. Student participation must be voluntary.
7. Students are prohibited from selling door-to-door.
8. Prizes or incentives may be offered to increase competition among students.

9. All approved fundraising must be for the purpose(s) of raising funds for the Cumberland School Department or charitable organizations authorized by law.
10. All raffles will conform to RI State Police Rules and Regulations Governing Games of Chance (Raffles).
11. No students shall sell raffle tickets which include alcoholic beverages or tobacco in the prize.
12. All fundraising activities will conform to RIGL, Section 16-38-6.
13. The authorized school group is responsible for all recordkeeping, collection of monies, planning and implementation. Records must be made available upon request.
14. No organization or individual shall enter into a contract without the prior authorization of the Superintendent/designee.

Nothing in this policy shall prohibit the following sales:

- |                       |  |
|-----------------------|--|
| * School lunches      | * Books/media as incentives for reading      |
| * School photographs  | * Tickets to school-sponsored events         |
| * School publications | * Tickets to interscholastic sporting events |
| * Accident Insurance  | * Products developed in technical classes    |
| * Class rings         | * School Department authorized sales         |

If anything contained within this policy is deemed to be in conflict with state or federal law, the applicable state or federal law, as the case may be, shall prevail, provided however, that the remainder of this policy shall remain in full force and effect.

*Adopted by School Committee: 9/2/1984*

*Revised by School Committee: 1/8/1998*

*Revised by School Committee Rules & Regulations Sub-Committee: 4/2/2008*

*Reviewed by School Committee Rules & Regulations Sub-Committee: 4/27/2009*

*First Reading by School Committee: 4/29/2009*

*Second Reading by School Committee: 5/14/2009*

*Approved by School Committee: 5/14/2009*

*Revised and Approved by Policy & Procedures Sub-Committee: 2/13/2012*

*Revision Approved by School Committee: 3/8/2012*

# Cumberland School Department

Office of the Superintendent  
2602 Mendon Road, Cumberland, Rhode Island 02864-3726  
401/658-1600 Fax No. 401/658-4620  
www.cumberlandschools.org

## Frequently Asked Questions About Fundraising

**Q: I want to hold fundraising activity/event. What do I have to do?**

A: This will be reviewed on a case by case basis. You must obtain an application for fundraising event/activity. You may obtain the form from the building principal at any Cumberland public school location, or download it from our web site at [www.cumberlandschools.org](http://www.cumberlandschools.org). Each form details the steps to follow to complete the process.

**Q: What is required to hold a fundraising activity/event?**

A: A completed application, which includes the appropriate signatures and any additional documentation.

**Q: Where do I get the application?**

A: You may obtain an application at any school office or at the school department's web site at [www.cumberlandschools.org](http://www.cumberlandschools.org).

**Q: How soon can I hold the fundraising activity/event?**

A: Processing an application takes approximately 2-3 weeks after the application is received in the Superintendent's office. *Please allow for this processing period when you submit your application.*

**Q: Can we use the school for fundraising events/activities?**

A: This will be reviewed on a case by case basis. You must obtain the Use of School Facilities Packet to complete one of the following applications: Field; Wellness Center; or Building Use. You may obtain the packet from the building principal at any Cumberland public school location, or download it from our web site at [www.cumberlandschools.org](http://www.cumberlandschools.org). The packet includes the Use of School Facilities Policy, Frequently Asked Questions about Facility Rental, Facility Fees, Applications for Facility Rental. Each form details the steps to follow to complete the process.

**Q: Can we distribute a flyer within the school department to announce the activity/event?**

A: This will be reviewed on a case by case basis. All flyers must first be approved by the Office of the Superintendent. To obtain permission, please complete the Application for Flyer Distribution form included with this packet.

**Q: Whom do I contact if I have additional questions?**

A: Contact the building principal at the school in which you will be holding the fundraising activity/event or you may contact the Office of the Superintendent at 658-1600 ext. 8.

The Cumberland School Department does not discriminate on the basis of age, gender, gender expression, race, religion, national origin, color or disability in accordance with applicable laws and regulations.

# Cumberland School Department

2602 Mendon Road  
Cumberland, RI 02864

For office use only:	Permit # _____
This application is Approved for:    _____ Posting Only    _____ For Distribution to Students    _____ One Time Only	
This application is Not Approved:    _____ For-profit    _____ Other: _____	
Superintendent/Designee Signature: _____	Date: _____
Comments (optional): _____	

## Application for Flyer Distribution

### **STEP 1 of 5: Contact Information (please print)**

Group/Individual Requesting Approval for Distribution of Flyer: \_\_\_\_\_

School Affiliation: \_\_\_\_\_

Chief Officer/Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### **STEP 2 of 5: Flyer Description**

Date(s) for Distribution: \_\_\_\_\_

Purpose of Document \_\_\_\_\_

### **STEP 3 of 5: Additional Documentation**

A copy of the flyer is included with this application.

### **STEP 4 of 5: Requestor Signature**

The sponsoring organization shall hold the Cumberland School Department free and without harm for any loss or damage liability or expense that may arise during or be caused in any way by such permission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Officer/School Organization

### **STEP 5 of 5: Mail Application to:**

Cumberland School Department  
Office of the Superintendent  
2602 Mendon Road  
Cumberland, RI 02864

*Please note:* Please allow 2-3 weeks for processing. The requestor will receive a copy of this application after it is fully approved by the Office of the Superintendent. Any changes must be submitted in writing and will affect process time.

Date Stamp Received by Superintendent's Office:
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Revised Form: 8/25/2016

# Cumberland School Department

2602 Mendon Road  
Cumberland, RI 02864

(401) 658-1600

[www.cumberlandschools.org](http://www.cumberlandschools.org)

For office use only:	Permit # _____
This application is ___ Approved	This application is ___ Not Approved
Superintendent/Designee Signature: _____	Date: _____
Comments (optional): _____	

## APPLICATION FOR FUNDRAISING ACTIVITY/EVENT

### STEP 1 of 8: Contact Information (please print)

Group/Individual Requesting Approval for Fundraising Activity/Event:

School Affiliation: \_\_\_\_\_

Chief Officer/Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### STEP 2 of 8: Activity/Event Description

Date(s) of Fundraiser: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Please describe type of fundraising activity/event in detail:

Please check all that apply:

- \_\_\_\_ This fundraising activity/event supports the organizational goals for the requesting group;  
\_\_\_\_ This fundraising activity/event demonstrates educational value for the instructional program;  
\_\_\_\_ This fundraising activity/event engages students in appropriate, school-authorized service-learning.

Please respond to the following:

1. Is student participation voluntary? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Will fundraising activities/event take place during the instructional day? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Will prizes or incentives be awarded? \_\_\_\_\_ Yes \_\_\_\_\_ No

### STEP 3 of 8: Approval for Flyer Distribution for this Activity/Event

Would you like to distribute a flyer within the school district for this activity/event? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If YES**, please complete the attached Application for Flyer Distribution Form and include the flyer and form with this request.

### STEP 4 of 8: Special Permit for Games of Chance (Raffle)

Will this fundraising activity/event include games of chance (raffle)? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If YES**, please refer to <http://www.risp.ri.gov/sectionsandunits/charitablegaming.php> for the R.I. State Police Rules and Regulations Governing Games of Chance (Raffles) to apply for a games of chance permit.

**The permit must be included with your application.**

**FORM IS CONTINUED ON THE OTHER SIDE. PLEASE TURN THE PAGE OVER.**



**STEP 5 of 8: Additional Documentation**

The following documents are included with this application: *(please check all that apply)*

- Fundraising Activity/Event Materials
- Application for Flyer Distribution Form
- Flyer for Activity/Event
- Games of Chance Permit

**STEP 6 of 8: Requestor Signature**

I have read and understand the Cumberland School Department Guidelines for Fundraising. This event complies with State laws and the School Committee policies to the best of my knowledge.

The sponsoring organization shall hold the Cumberland School Department free and without harm for any loss or damage liability or expense that may arise during or be caused in any way by such permission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Officer/School Organization

**STEP 7 of 8: Review of Application by Building Principal**

*Prior to submitting this application to the Office of the Superintendent, approval must be granted by the building principal/designee.*

I have reviewed this Application for Fundraising Activity/Event.

This application is \_\_\_Approved      This application is \_\_\_Not Approved

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (optional): \_\_\_\_\_

**STEP 8 of 8: Mail Complete Packet to:**

Cumberland School Department  
Office of the Superintendent  
2602 Mendon Road  
Cumberland, RI 02864

*Please note:* Please allow 2-3 weeks for processing. The requestor will receive a copy of this application after it is fully approved by the Office of the Superintendent. Any changes must be submitted in writing and will affect process time.

Date Stamp Received by Superintendent's Office:
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Revised Form: 8/25/2016