

POLICY ON ACCEPTING DONATIONS FROM BOOSTER ORGANIZATIONS

The Cambridge School Committee recognizes that fundraising is one way that families, students and volunteers seek to contribute to school communities. The School Committee appreciates the hard work and volunteer hours that go into these efforts.

The School Committee wishes to demonstrate appreciation for volunteer-led efforts that are conducted in consultation with school leaders, and which serve the overall educational mission and objectives of the Cambridge Public Schools. The following guidelines provide parameters for collaborating with and accepting donation from booster organizations. For the purpose of this policy, booster organizations include but are not limited to parent groups, 501 (c)(3) organizations, and “Friends Of” groups that are organized expressly for the purpose of supporting their child or children’s school community.

1. All donations to a school must be recommended for acceptance by the Principal/Head of Upper School and Superintendent of Schools or designee and approved and accepted by the Cambridge School Committee, in accordance with state law.
2. Individual schools may not accept in-kind donations that would ordinarily be supplied through the school department budgeting process, such as staff positions, technology, or classroom curricula.
3. Appropriate financial procedures must be followed, including but not limited to those outlined in the document, *Student Activity Funds and Policy & Procedures*.
4. School personnel can serve on the Board of Directors of the booster organization, but must recuse themselves from all fundraising and financial activities, and must be cognizant of relevant state conflict of interest law.
5. If a booster organization chooses to use fundraising methods that are not permitted under the *Policy on Fundraising for Student Activities* or state law, the activities may not take place inside school buildings during the school day.
6. With approval from the School Principal/Head of Upper School, an outside group may be permitted to conduct fundraising activities during the school day if it complies with all other relevant CPS Policies and Procedures and the Principal/Head of Upper School deems it appropriate.
 - a. Examples of activities that may be approved by a building Principal/Head of Upper School at their discretion: holding a book fair that has the primary purpose of celebrating literacy and includes a fundraising component; selling reusable water bottles

during a student lunch period, selling baked goods for non-school community members during the school day i.e. election day.

- b. Examples that are not permitted: selling baked goods in the cafeteria at lunchtime; selling raffle tickets during school day event.¹
- c. Publicity and outreach for a fundraiser organized by an outside group is not the responsibility of school personnel. A Principal/Head of Upper School may, however, include information about outside fundraisers in existing school communications at their discretion.

The following limitations apply:

- d. Schools may not incur any measurable expense in order to include information about a fundraiser. For instance, a school may distribute flyers printed by the outside group or may insert an announcement into an existing publication.
 - e. Schools may not participate in exerting any pressure on members of the school community to contribute to the outside group's fundraising efforts.
 - f. The school may not advertise raffles or the sale of alcohol, or in any way create the appearance of endorsing activities that would not be permitted on school grounds while school programs are in session in compliance with state laws. This also includes fundraisers associated with advertising a business and fundraisers that do not comply with the School Committee's *Wellness Policy*.
 - g. While schools may not distribute advertising for a business or restaurant that promises to donate a percentage of proceeds back to the school, nothing in this policy prohibits an outside booster organization from engaging in such programs and carrying out their own advertising for such efforts.
7. Schools may acknowledge contributions from individuals or organizations, so long as the acknowledgement does not imply endorsement of a business.
- a. Examples of acceptable acknowledgments; statement of appreciation in the school newsletter, link to a sponsor's website in an article about the event, selling advertising space in a program booklet.

¹ See School Committee's *Raffles and Bazaars Policy*, File: KHA dated June 16, 2009

- b. Not acceptable: posting a business's logo on the homepage of the school website, corporate mascot attending a school event, corporate logo on an official school t-shirt.
8. While fundraising can contribute to educational opportunities for students, these efforts may also raise concerns about equity. Schools with smaller volunteer pools and access to fewer sources of financial support are permitted to accept donations from groups that are organized in support of another school community. Time permitting, CPS administrators will make themselves available to provide technical guidance to booster organizations interested in addressing fundraising disparities between schools and/or devising funding plans that would benefit more than one individual school community.

Adopted: October 2, 2018