



# ADMINISTRATIVE PROCEDURE

## CHARITY DRIVES IN THE SCHOOLS

5138

Procedure No.

May 7, 1996

Date

- I. **PURPOSE:** To provide the general guidelines for conduct of authorized charity in schools.
- II. **POLICY:** the Board of Education recognizes an educational value in conducting charity drives in our schools as representing a part of the community and society in which we live. Participation by students in such real life situations reinforces their learning experiences and provides them with opportunities for exercising value judgment.

To give effect to these considerations, the Board of Education authorizes not more than two charity drives per school year, and such will be selected as charities to which the students can relate. The student council representatives or other appropriate students should be assigned the responsibility for collection and accounting of monies involved until turned over the Chief Educational Administrator (CEA)/Principal at the end of the charity drive. (Board Policy 5138)

- III. **BACKGROUND:** Charity drives represent a part of the community and society in which we live, and participation by students in such real life situations reinforces their learning experience and provides them with opportunities for exercising value judgment. To accomplish this, student government associations, councils, or in the absence of such, parent-faculty-student committees will be offered the responsibilities for managing and conducting the charity drives in accordance with these procedural guidelines.
- IV. **DEFINITION:** For purposes of these procedures, a charity drive is defined as a organized effort on the part of a school to solicit voluntary monetary contributions or other voluntary assistance from its students for the purpose of subsidizing established national and/or state sanctioned charitable drives. This definition excludes those drives considered to be under the sole discretion of the CEA/Principal of the school which are conducted for the purpose of raising money for student activity efforts or for the establishment of local school memorial funds.
- V. **PROCEDURES:** The following general procedures are for guidance in implementing approved charity drives.

A. General Considerations:

1. Concept of voluntary participation is followed.
2. No quotas, prizes, or contests should be involved in any form in conducting the drive.



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3. Require all fund receipts and payments to flow through the school accounts.
- B. Selection of Charities: Selection of charities should be a joint effort on the part of faculty, student governing bodies, and parents. Different apply to Elementary and Secondary schools.
1. Elementary Schools:
    - a. Principal appoints faculty representative to coordinate the charity drive matters.
    - b. Faculty representative assembles an appropriate committee of other faculty, student representatives, and parents as a Charity Drive Committee; acts as chairman.
    - c. Committee develops a plan to:
      - (1) Select charities (no more than two).
      - (2) Determine organization for the drive and student management and collection organization.
      - (3) Establish period for drives – dates, schedule of implementation.
      - (4) Provide collection and accounting procedures which result in deposit in school funds with check payment therefrom for charity organization.
      - (5) Submit plan to CEA/Principal for approval.
  2. Secondary Schools:
    - a. CEA/Principal appoints faculty representative to assist charity drive matters.
    - b. Faculty representative provides student group (such as, the Student Government Association/Student Council) with this Administrative Procedure and such other guidance as may be requested.
    - c. The student group (such as, the Student Government/Student Council) develops a plan to:
      - (1) Select charities (no more than two).
      - (2) Determine organization the drive and student management, and collection organization.
      - (3) Establish period for drive – dates, schedule of implementation.



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- C. CEA/Principal's Approval: CEA/Principal reviews, modifies if necessary, and approves charity drive for implementation.
- D. Conduct of Drive: Student Government Association/Student Council or Faculty-Student-Parent groups in Elementary Schools manage and conduct drive in accordance with the approved plan.
- E. Conclusion of Drive: CEA/Principal reviews all matters in connection with the drive, collections, deposits, and accomplishes the following:
1. Provides appropriate check from school accounts to Charity involved.
  2. Provides for reporting results to students, parents, and other groups concerned.
- VI. **RELATED PROCEDURES:** There are no specific related procedures applicable to Charity Drives in the schools.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Division of Instruction will review and update these procedures as needed. Questions should be addressed to the office of the Director of Curriculum and Instruction.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** These procedures supersede Administrative Procedure 5138, dated August 17, 1973.
- IX. **EFFECTIVE DATE:** May 7, 1996.

Approved by:  
Jerome Clark  
Superintendent of Schools