



Donation and Fundraising Policy

Purpose

To encourage partnerships which foster better understanding of the charter school system within the community, strengthen and enhance school programs, and create a climate of involvement and cooperation between community organizations and Bridgewater Academy by:

- Sharing resources that benefit students and improve educational programs.
- Involving the schools and the private sector in cooperative efforts that enhance the quality of education for students at all levels.
- Protecting students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are exploitative, coercive, disruptive to the educational process, threatening to the health and welfare of students, or lacking in educational merit.
- Implementing a smooth and orderly procedure whereby the school and communities can cooperate and share resources.
- Assuring public funds are safeguarded and are properly accounted for in a transparent manner.
- The school will manage, restrict or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable district and state and federal law and guidelines, including Title IX,

Guiding Principles

Per the Voyage Academy Charter, all revenue producing activities at Voyage Academy, including fundraising projects, must support the school vision and educational philosophy, and be Board approved.

Proposals for fundraising projects should answer the following questions:

- For what purpose do we need additional funds?
- How much revenue do we intend to generate?
- How does this fundraiser align with the school's mission statement and educational beliefs?



Bridgewater Academy shall exercise fiscal responsibility by following 59-40-140(A)-(C) as it applies to fundraising. The school encourages students and faculty to use discretion when organizing fundraising activities and charitable drives. Such fundraising activities should avoid direct competition with local merchants of the school.

General Fund-Raising Guidelines

Students shall not be assigned to or be held responsible for the collection of funds which are otherwise authorized in accordance with the school's rules and policies.

Participation in any and all fundraising activities should be strictly voluntary; no student or school employee shall be coerced into such activities.

Contributions on the part of students, school employees, parents or other patrons should likewise be voluntary, without coercion, and without peer or group pressure.

In no instance shall participation in, or support for, a fundraising project be used to determine a student's grade or his or her eligibility for participation in school related programs or activities.

The school will provide a healthy environment for appropriate fundraising by promoting student safety, reducing the pressure placed on students, and decreasing the prospect of excessive or duplicative solicitation of funds.

School Fund-Raising Standards

A specific school project must be identified prior to raising funds and comply with the school's current Fundraising Policy to qualify for tax-exempt status under the South Carolina State Tax Commission's Sales Tax Information for Public and Private Elementary Schools.

Fundraising events will not be endorsed or sponsored by the school without the express written consent of the director. Materials that advertise community fundraising activities may be placed in the school office or other locations identified by the school director.

Bridgewater Academy's PTO in consultation with the school's director and school Board may sponsor a fundraiser if necessary to support that organization's programs.

Students will not be involved in door-to-door soliciting of any kind.



Prizes or other incentives intended to encourage increased sales must be approved by the director and are to be kept minimal (such as incentives for Box Tops).

Students shall not be involved in the solicitation of fundraisers or fundraising activities during school hours.

The school may not impose sales quotas (or the like) as a part of fundraising efforts, and students shall not be required to pay for any unsold items that are returned to the school.

Fundraising activities that involve intense sales strategies or that would expose students and other participants to the risk of personal injury or liability will not be approved.

Approval should not be granted for fundraising activities that would expose the school to risk of financial loss or liability if the activity is not successful.

School fundraising activities will be accounted for using established school accounting systems and procedures. Records of fundraising efforts, including accurate reporting on participation levels and financial outcomes, shall be open to the parents, students, and donors. Nothing herein shall be interpreted to require or authorize the release of personally identifiable information protected by FERPA.

Fundraising activities involving food sales shall follow Bridgewater Academy's Other Food Sales on Campus Policy which states that, "Food sales other than breakfast/lunch will only be allowed for fundraising if the board and director approve."

Advertising

The acceptance of advertising by the school is not to be construed as an endorsement of the advertiser's organization, products, or services.

The utilization of funds, materials, equipment, programs, or other contributions that carry with them any advertising or commercial logos **does not** constitute an endorsement of the organization, product, or service by the school.

The school does not make any representations or warranties regarding, and are not responsible for, any organization, product, or service appearing in any advertisement in, on, or around school property.



Funds, materials, equipment, and programs that are made available to the schools by individuals or organizations must not be allowed to replace or intrude adversely upon adopted curriculum, infringe upon instructional time, or pose a burden or place undue pressure upon students, parents, or school employees at work, in the community, or at home.

Organizations may donate products that carry the organization's name and/or logo such as cups, T-shirts, and hats for school activities and fund-raising events provided there are no obligations or added costs for students, patrons, or school employees.

Political advertising, and advertising for products that are prohibited by law for sale or use by minors such as alcohol, tobacco or other substances that are known to endanger the health and well-being of students, are prohibited.

To avoid disruption of students' instructional activities, schools shall not be used for distribution of political, religious, or commercial advertisements, fliers, bulletins, or newspapers nor shall such items be placed on vehicles parked on school grounds.

Classroom Book Clubs and School Book Fair

Book clubs and book fairs can serve a vital role in the total reading program of the school—especially those that provide students with recreational reading materials. However, care must be taken to ensure that such reading programs operate in accordance with existing curricular goals and objectives and are not at odds with other fund-raising policies and procedures.

The purchase of books through book clubs and book fairs must be strictly optional on the part of students and parents. Educators must not place pressure on students and parents to purchase books.

Book orders must be handled by individual teachers and follow school cash handling policy.

Care should be taken to keep interruptions to the instructional process to a minimum, and accurate and complete records of all book orders must be maintained by the teacher and the school secretary.

Books and points received in gratis for the sales of a certain quantity of books must remain the property of the school.



Book fairs shall be offered to students only after school hours.

Approval Criteria

Bridgewater Academy may engage in fundraising efforts to enhance:

- Academic programs.
- Travel incidental to academic study.
- Physical education and recreational programs.
- The occupational development of students.
- Performance opportunities.
- Facilities and equipment that will enhance student opportunities and programs.
- Humanitarian projects.

Authorization and Supervision

School fundraising activities must be approved in writing by the director and must be supervised by a member of the faculty appointed by the director for that purpose. Funds collected through fundraising efforts must be deposited in a dedicated account under the direct control of the school. School employees shall not transfer or otherwise expend donated or fundraised funds in a manner contrary to donor restrictions or the fundraising purpose.

Supervision Criteria

All proposed fundraising projects must be submitted in writing to the director before any fundraising activity begins. Approved projects should be scheduled throughout the school year and discussed in open Board meetings to avoid conflict, confusion, and excessive fundraising pressures.

General supervision will be under the direction of the director with specific supervision by a member of the faculty appointed by the director for that purpose.

Fundraising monies must not directly or indirectly compensate any individual teacher or school employee by direct or indirect payment, commissions, or payment in kind.



Large Donations and Large Fundraising Campaigns

Per the Bridgewater Academy Charter, Bridgewater Academy welcomes donations from private sources. The Director shall not accept donations that are inconsistent with the mission and philosophy of Bridgewater Academy, or that would jeopardize the health or safety of Bridgewater Academy students.

As specified in school purchasing policies and procedures, the director has revenue and expenditure authority up to \$5,000. Any fundraising effort, that seeks to obtain donations from many donors or from a select group or individual, where the objective is to raise more than \$5,000 requires Board approval for permission to initiate the fundraising effort.

Voluntary donations from private individuals or organizations of \$5,000 or more require the Board's approval.

The director must pre-approve signs, banners, or other forms of advertising proposed to be placed around the facility or outside grounds.

The school may not begin a fundraising campaign or accept a donation described in this section without first obtaining the approvals required under this section. School representatives should not give assurances or make promises to donors desiring to make large gifts (as defined in this section) before approval of the proposed gift is granted by the Board.

Naming Opportunities and Restrictions

The physical facilities of the school are owned and operated by Bridgewater Academy. No part of any school facility or equipment may be named by or for a donor without the express written consent of the Board. The Board, at its sole discretion, will consider naming rights for donations on a case by case basis.

All donations with naming opportunities must be accompanied by a letter of understanding (or similar document defining the limitations, conditions, and details of the right so granted).

Bridgewater Academy shall only grant naming opportunities that are consistent with the mission and values of the district and the community it serves, and those opportunities must be in harmony with the educational objectives of the school.



Employees and Students as Agents

Students and employees of the school, including teachers and administrators, shall not act as agents for commercial organizations during school hours.

School employees are not permitted to accept personal payment, in-kind payment or gratuity in any form from a commercial supplier as a precondition for purchase of a product by the school or promised use fundraising goods or services.

A school employee's participation in a private, but education-related, activity must be separate and distinguishable from the employee's public employment. Any such employee shall use his or her diligent best efforts to communicate to all third parties involved in the activity that the employee's participation in such activity is not on behalf of the school.

Sales Representatives and Agents

Bridgewater Academy shall not be the forum for sales agents to make sales.

Sales materials are not to be distributed to individual employees in their distribution boxes nor at their classrooms/offices without the approval of the director.

Management of Funds

Funds earned from fundraising events must be spent for the purpose it was intended. The school office shall keep written record of all funds relative to the predetermined purchasing intent.

Accounting procedures as established by the Cash Handling Policy shall be followed involving any donations or funds raised.

The director of the school shall be responsible for carrying out the administrative rules and regulations pertaining to the handling of and accounting for student funds.

Funds donations and fundraising events shall not be comingled with other school funds.