

6169 COLLECTING MONEY FROM PUPILS AND PARENTS

1. Gifts, grants and donations of non-instructional items for a specified purpose other than paying staff (e.g., gifts, grants and donations of equipment, professional services provided by other than staff members from individuals, etc. Home and School Associations, the Ridgewood Education Foundation, etc.)

The donor must complete a donation form (available in the office of the Business Administrator/Board Secretary) and present it for approval to the Building Principal, and then to the Business Administrator/Board Secretary who will review it and place it on the Board agenda for approval. The Business Administrator/Board Secretary will put the funds in an account from which the recipient(s) of the gifts, grants or donations will draw. See R7230 for details.

2. Gifts, grants and donations of an instructional nature for a specified purpose other than paying staff (e.g., books, software, professional services provided by other than staff members, etc. from individuals, Home and School Associations or the Ridgewood Education Foundation, etc.)

The donor must complete a donation form (available in the office of the Business Administrator/Board Secretary) and present it for approval to the Building Principal, and then to the Assistant Superintendent for Curriculum, Instruction and Assessment who will review it and place it on the Board agenda for approval. The Business Administrator/Board Secretary will put the funds in an account from which the recipient(s) of the gifts, grants or donations will draw. See R7230 for details.

3. Collecting money from pupils and/or parents for donation to the Board in order to fund staff members compensated for in conjunction with a school-sponsored event (e.g., pupil fees to fund stipends for staff members for activities or clubs not paid through the district budget)

The administrator collecting the money must complete a donation form (available in the office of the Business Administrator/Board Secretary) and present it for approval to the Building Principal, and then to the manager of Human Resources who will review it and place it on the Board agenda for approval. The Business Administrator/Board Secretary will put the funds in an account from which the staff members will receive a payroll check. See R7230 for details.



4. Collecting money from pupils and/or parents for a specified purpose other than paying staff (e.g., field trip entrance fees, workbooks, purchase of paperback core novels, etc.)

Money collected must be for an identified purpose and amount. Money goes into a pupil activity account and is paid from that account. All disbursements from a pupil activity account must be supported with receipts.

5. Collecting other fees or donations (e.g., student activity fees in grades 6-12, scholarship donations, gate and ticket receipts for athletic or artistic events)

Money collected must be delivered to the Business Office for deposit into the Board of Education's General Fund. Student activity fees collected through Community Pass are processed automatically.

Adopted: 7 December 2009

