

**SUBJECT: FUND RAISING BY STUDENTS**

Fund raising projects will be limited to the students enrolled in CTE programs.

Fund raising projects in which students sell merchandise, provide services, or in other ways solicit money for CTE activities may be sponsored by BOCES organizations with the express approval of the Building Principal and/or Supervisor. Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of students and shall not conflict with instructional programs or state mandates. Fund raising activities away from BOCES property shall be held to a minimum. All participation shall be voluntary.

Door to door sale projects undertaken by any organization using the BOCES name shall require previous approval of the Administration.

Profits shall be used to enhance BOCES programs by providing money for expenditures not normally funded by the BOCES. Revenues generated as a result of these activities are to be BOCES property and are to be given promptly to the BOCES Treasurer for depositing to the General Fund.

Employees are cautioned against giving the impression to students that the purpose of selling items (e.g., "scratch off" cards, holiday wrappings, etc.) or paying a fee is to defray a portion of the BOCES' educational program. At no time should a student's participation in an educational activity include such sales or fees. In addition, it is imperative that employees not deposit the proceeds of any legitimate sales activity in their own personal accounts. These activities may jeopardize a student's right to participate in the educational program on a tuition and/or fee-free basis. Further, employees engaged in such activities may be held personally liable.

New York State Constitution, Article 8, Section 1  
Education Law Section 414  
8 New York Code of Rules and Regulations (NYCRR) Section 19.6

Adopted: 11/10/2011