

(School District or ISD)  
**RELATIONS WITH SPECIAL INTEREST GROUPS**  
(Policy/Guidelines – SAMPLE)

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

**Political/Commercial Interests**

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the Superintendent/(Other Designated Person) for educational contribution to part or all of the school program, benefit to students, good taste, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the District.

**Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary affect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. cause the participants to leave the School District, unless
4. the Board's policy has been complied with in all aspects.

**Distribution/Posting of Literature**

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent/(Other Designated Person).

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria are established for making a decision regarding materials that students seek to post or distribute;
2. distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated, collectively bargained agreements;
3. the school mail system is not used by students or staff for distribution of non-school-related materials;

4. the time, place, and manner of distribution of all non-school-related materials is clearly established and communicated.

### **Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations or individuals who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board policy, no District student may participate in the solicitation without the Superintendent's approval.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the District.

A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on District property.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

### **Prizes/Scholarships**

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent.
3. The Board shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the Board.

### **Surveys and Questionnaires**

Neither District-related nor non-district-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

### **FUND-RAISING BY CHARITABLE ORGANIZATIONS**

Charitable organizations are defined as any benevolent, philanthropic, patriotic, not-for-profit or eleemosynary group, association, corporation, or organization proposed to be such, which solicits and collects funds for charitable purposes.

The following criteria will be used in order to ensure equitable consideration of all requests by charitable organizations or groups to solicit funds on District premises. In this context, fund-raising shall also include solicitation of clothing, foodstuffs, or other products.

- A. The purpose of the fund-raising is to help alleviate an economic, health, cultural, educational, or social need in the school community area.
- B. A minimum of twenty-five (25%) of the funds the organization collects in the District are spent within
  - 1. the community;
  - 2. communities served by the District;
  - 3. boundaries of the District.
- C. The organization and/or the disbursement of funds are managed by residents of the District.
- D. The funds are not used for religious or political purposes.
- E. The organization has a definite plan for the collection and distribution of funds.
- F. The percentage of funds collected and used for administrative expenses and/or compensation for solicitors does not exceed ten percent (10%).

Regardless of how worthy the purpose of the fund-raising may be or how well the organization meets the criteria, the number of requests that may be approved in any given school year is as follows:

- A. two (2) that involve the time of any staff member
- B. three (3) that involve only canisters or similar collection devices

The Superintendent shall develop a procedure which each approved organization is to follow to solicit and collect funds within the building or on the premises. The procedure is to ensure that:

- A. there is no disruption of a District program;
- B. no funds are left in a building in an unsecured area

Each requesting organization shall complete an application form provided by the District which shall include:

- A. the names and addresses of the organization and the persons involved;
- B. the dates and times of solicitation;
- C. where solicitation will take place;
- D. proof that the organization is charitable;
- E. proof of compliance with the percentage limitation for administrative and solicitation expenses

These guidelines shall apply to all fund-raising activities other than approved student fund-raising activities and those approved for District-related organizations.

## **DISTRIBUTION OF MATERIALS TO STUDENTS**

### **Procedures**

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the Superintendent/(Other Designated Person) five (5) day(s) in advance of desired distribution, together with the following information:

- A. name of the person or organization
- B. date(s) and time(s) of day of intended distribution

- C. location where material will be distributed
- D. the grade(s) of students to whom the distribution is intended
- E. manner in which the material will be distributed

The Superintendent/(Other Designated Person) may either approve the distribution of the material or deny it by indicating how it violates Board policies, any of the criteria listed below, or a restriction regarding time, place, and manner. If permission to distribute the material is denied, the person or organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the Superintendent/(Other Designated Person) for approval.

Permission to distribute or display material does not imply agreement of its contents by either the administration of the school, the Superintendent, or the Board.

**Time, Place, and Manner of Distribution**

The distribution of written material shall be limited to a reasonable time, place, and manner as determined by the principal/director who shall ensure that:

- A. no material is distributed or displayed during a time or at a place of a school activity if it is likely to cause a substantial disruption of that activity or of other activities;
- B. no material is distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

**CRITERIA FOR COMMERCIAL MESSAGES**

Any organization that seeks or is requested to provide materials or equipment to the District which contains or has associated with it messages which are designed to sell a product or service must submit the request to the administration before the item(s) is used by the District.

The determination as to the appropriateness of the commercial message will be based on the following criteria:

- A. The message does not relate to a product which is inappropriate for or illegal to minors.
- B. The message does not relate to a product or service that would be considered educationally controversial or objectionable to a significant number of parents or other members of the District's community.
- C. The message can be presented without loss of instructional time.
- D. The message consists of no more than the name of the product (service) and/or the name of the sponsoring organization.
- E. The primary intent of the sponsor is to provide the District with an item that is beneficial to the District rather than to provide a means for the sponsor to sell a product or service.

The administration recognizes that certain publications such as newspapers and magazines used in a classroom or media center contain advertisements. It is the responsibility of the staff member who obtains any such materials to review them so as to ensure there are no editorial matter or advertisements that promotes illegal, promiscuous, or prurient behavior or fosters any form of prejudice against any group of people.