

Notes to Affiliated Organizations

Donated Items:

Organizations or individuals wishing to make a donation must contact the appropriate building administrator. All gifts and donations must have district approval. Organizations or individuals wishing to make a donation must contact the appropriate administrator. Elementary School: Mary Johnson, Principal, Middle/High School: Vince DiGrandi, Principal, Athletic Department: Denise Kiernan, Interim Director of K-12 PE & Athletic Director, Instruction: Julio Vazquez, Director of Instruction and HR, Districtwide: Barbara Briganti, Assistant Superintendent for Business. The administrator will determine if the donation is in the best interest of the district's educational program. If so, it will be brought forward to the Board of Education for acceptance of the donation.

The Superintendent of Schools may accept on behalf of the Board any gift or donation of less than \$1,000 in value.

Any gift or donation accepted by the Board shall become the property of the district and is subject to the same controls and regulations as are other properties of the district.

Equipment in value greater than \$500 will have an asset tag affixed to it and the asset tag number will be entered into the district's inventory. Small equipment and supplies will be managed and maintained by the department that is receiving the donation. Example: Instruments are maintained by the music department, athletic equipment maintained by the athletic department.

Fundraising Events:

All fundraising events involving students and staff that are not part of the Extra Classroom Activity Fund must have the prior approval of the Athletic Director or building Principal(s) and work with an affiliated organization. (PTO, Booster, Foundation for Learning)

To assist affiliated organizations I have attached an abbreviated version of *Safeguarding, Accounting, and Auditing of Funds* procedure in handling funds.

Individual staff members or students can not raise funds on their own. If you have any questions, please call Barbara Briganti, Assistant Superintendent for Business.

Merchandise Sales/Spirit Wear and other Merchandise

Sales that are not part of the Extra Classroom Activity Fund must have the prior approval of the Athletic Director or building principal(s) and should be managed by one of the district's affiliates such as the Booster Club or the PTO. Individual staff members should not be selling/purchasing merchandise.

If a staff member would like to recommend a vendor to one of the district's affiliates they must fill out and sign the attached *Vendor Form*.

Any incentive, cash back, additional discounts or complimentary merchandise becomes the property of the organization managing the sale not any one individual.

Student Clubs

Extra Classroom Activities (ECAAF) operates under the guidance published by NYSED *The Safeguarding, Accounting, and Auditing of Extra classroom Activity Funds*. Each club has a faculty advisor, student officers and oversight by the Principal and Assistant Principal.