

Fundraising Guidelines Naperville Community Unit School District 203 Home and School

The mission of Home and School (H&S) for Naperville Community Unit School District 203 (the District) is to “encourage and facilitate a cooperative partnership among our students, parents/guardians, and District staff and administration to support and enhance the school experience of each student. H&S initiates and/or supports various programs through the donation of time and sponsorship from its District school population and community members. H&S remains constantly fluid to meet the ever-changing needs of our diverse student population.”

The District is fortunate to have an engaged and supportive community of families and businesses that are willing to contribute financially to various Home & School fundraising campaigns each year. We appreciate and applaud the enthusiastic and consistent efforts by Home & School associations across District 203 to enrich, enhance and advance the education and development of all of our students.

Following a thorough review of past fundraising practices by the District and H&S, we acknowledge that a significant portion of the fundraising proceeds has been used to purchase products and/or services that should be supported by our school budgets – including technology and capital expenses such as playground equipment, library renovations and furniture and fixtures. In order for the District to ensure equity among schools, maintain consistent programmatic direction in schools, and assign costs to the appropriate party, the District shall assume all technology and capital expenses for the schools, as defined below. H&S shall continue to be responsible for its own programmatic expenses, as defined below.

Programmatic Expenses: H&S may continue to fundraise for all reasonable programmatic expenses in the best interest of our students, schools and community at their discretion with the approval of their school principal. Programmatic expenses include activities, programs, products and operational expenses including, but not limited to, the following:

- Promotion/Moving on/Graduation ceremonies and celebrations
- Family/School Socials (eg. Father/Daughter Dances, Mother/Son Breakfasts, Family Picnics, etc)
- Student/School Socials (eg. Before/Afterschool Clubs, Student Dances, etc)
- Parent Education Programs – (eg. Math night, college and career planning, parent coffees, etc.)
- Family/School Education Programs (eg. Family Reading Night, International Night, SFCP events, etc.)
- Teacher/Staff Appreciation (appreciation days and weeks, retirements, teacher/team allowances, etc.)
- Performing Arts (Art Awareness, Theatre Productions, etc.)
- Assemblies
- Field Trips
- Newsletters
- Student Directories
- Yearbooks
- Spirit Wear
- School Supplies
- Student Awards and Recognitions
- Family Connections, Giving Tree
- Books (Birthday books, LRC donations, classroom libraries, etc)
- Grants to Organizations

Naperville Community Unit School District 203 Home and School
Permission for Technology or Capital Expense Fundraising

Date of Request: _____

School: _____

Principal requesting: _____ Signature: _____

Email: _____

H&S President requesting: _____ Signature: _____

Email: _____ Telephone: _____

Project Description: _____

Estimated Cost: _____

Estimated Fundraising Needed: _____

Reason for/Purpose of Project (ie. How does this project a) fill a gap or need, b) promote innovation, or c) support and enhance the school experience for each student):

Time frame of fundraising efforts: _____

Time frame of project completion: _____

Approval needed:

Assistant Superintendent Signature

Date

Approved

Denied

Comments: _____
