

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

SOLICITATION OR SELLING

Effective Date: October 17, 2003
Original Effective Date: October 17, 2003
Reference: [G.S. 14-238](#), [G.S. 115C-36](#) and [G.S. 115C-47](#)

Purpose:

To help protect the instructional day

Policy:

There shall be no soliciting from or selling to students or staff on school premises without prior approval of the school director or designee.

When solicitation of funds is conducted in the name of or on behalf of any school, the prior written approval of the Superintendent and the school director is required for:

1. Soliciting outside school premises for funds to support school activities
2. The sale of products outside school premises by the students or staff of any school to support school activities

All money collected and expended as the result of such activities shall be recorded in the accounts of the school by the business manager and shall be subject to an annual school audit.

No employee shall set, as a precondition of membership or participation in any course or school-related activity, endeavor, or function, any requirement calling for an expenditure of money by a parent, guardian, or student, except with the knowledge and consent of the Superintendent or designee.

This policy does not prohibit staff from requesting that parents pay the annual student activity fee and provide funds for field trips.