



ADMINISTRATIVE PROCEDURE 520

SCHOOL FUNDRAISING

Background

The Division believes the cost of offering school curricular programs and activities shall be borne by public funding for education and approved fees. However, the Division recognizes that generating additional revenue can increase the ability of schools to enhance educational opportunities for students.

Procedures

1. Fundraising is
 - 1.1 The solicitation for donations, gifts or bequests of goods, services or monies;
 - 1.2 Sponsorship: with receipt of funds or supply of goods and services; and
 - 1.3 Activities where the funds raised, net of the cost of raising them, will be retained by the school.
2. The Division authorizes school and community participation in fundraising provided that the projects are consistent with Division vision, mission, beliefs and values, priorities and principles; are considerate of the interests of students, staff and community; and are in compliance with Board, municipal and provincial rules and regulations, policies and agreements.
3. Fundraising activities must not detract from the instructional programs.
4. Funds raised must complement, not replace, public funding for education and shall not be used for providing basic supplies and resources necessary to complete a program of study.
5. Decisions on fundraising activities and their expenditure shall be made in consultation with the Principal, students, staff, and where applicable School Council. Fundraising goals shall be developed in advance of the fundraising event.
6. Funds raised for the benefit of students must be used to enhance the quality and relevance of education for learners or contribute to the development of responsible citizens.
 - 6.1 All fund raising activities must include notification of a secondary use of funds in the event that the funds cannot be used for the purpose intended (e.g. Division cancellation of a field trip); or

- 6.2 Provision to refund the contributors.
7. Consistent with Administrative Procedure 408 – Conflict of Interest – Employees, no Division employee involved in fundraising shall be in a position to benefit financially from the fundraising activity.
8. Fundraising for the benefit of staff must:
 - 8.1 Be pre-approved by the Assistant Superintendent - Business Services;
 - 8.2 Be accounted for separately; and
 - 8.3 Clearly disclose to people that the purpose is for the benefit of staff, and the benefit to be given.
9. Parents and students shall be advised of the nature of the fundraising activity, the intended use of funds raised and prospective student involvement. Parents shall be responsible to contact the Principal where they do not approve of their child's participation in fundraising activities.
10. Students shall not be put at risk when participating in fundraising activities.
11. Participation in fundraising activities shall be voluntary and no student shall be excluded from an event or program because the parents or student did not participate in or contribute to the fundraising activity.
 - 11.1 Schools may not charge a fee for non-participation in fundraising activities.
12. The Principal must approve any staff, student and/or school involvement in fundraising activities conducted by, at or through the school.
13. The Principal shall be held accountable for ensuring that proper controls are established for the activity and the revenue generated, and funds are accounted for in a manner consistent with Division policy or procedure, subject to audit.
14. All school fundraising activities must be supervised by a member of the school staff and all monies collected be processed through the school accounts in a manner consistent with Division policy or procedure, subject to audit.
15. The Principal, in consultation with the School Council or Parent Advisory Council and other Principals in the community shall attempt to coordinate fundraising activities to avoid duplication and overlap for the ensuing school year.
16. The Superintendent, at his sole discretion, reserves the right to disallow or discontinue any fundraising activity that he believes to be contrary to the spirit and intent of this administrative procedure, or that he considers to be otherwise undesirable.
17. By regulation school councils are prohibited from incorporating. Parent groups consisting of members of the School Council may incorporate as a society; however their bylaws and records must be separate from those of the School Council.

18. External Agencies

- 18.1 Fundraising activities by external agencies in the name of the Division must have the prior approval of the Assistant Superintendent – Business Services.
- 18.2 Fundraising activities by external agencies in the name of a school or department, including any program or activity offered at or through the school or department, must have the prior approval of the Principal or department head.
- 18.3 An external agency may be an incorporated society or an unincorporated parent group outside the school (including Parent Advisory Councils.)
- 18.4 Student Unions and other student groups, such as sports teams, within the school are not considered external agencies.
- 18.5 Receipts from External Agencies are recorded as a donation, if and when they are received by the school, department or Division.

19. Fundraising External Agencies and Division Policies and Procedures

- 19.1 A Fundraising External Agency does not have to adhere to Division Policies and Procedures if:
 - 19.1.1 School, Department or Division name, property or program is not used by the fundraiser; and
 - 19.1.2 Division Staff do not have signing authority as part of their assigned duties; and
 - 19.1.3 The Records/bank accounts are not in the care, custody or responsibility of Division Staff as part of their assigned duties; and
 - 19.1.4 The agency retains all responsibility for financial reporting and control, and any attendant liability for its activities.
- 19.2 A failure of any one of the tests in 19.1 requires the Assistant Superintendent - Business Services, Principal or Department head to ensure that the agency adheres to the Division's financial policies or procedures.
- 19.3 School name includes using words such as "School", or "High School".

20. Donations, gifts or bequests must adhere to Division policy and procedures on such.

References: Section.22, 51(3), 60(2j), School Act
Section.12, School Council Regulation 113/2007, School Act
Administrative Procedure 408 – Conflict of Interest – Employees
Administrative Procedure 527 – Donations, Gifts and Bequests

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