
SCHOOL FUNDRAISING

Background

The Division recognizes that generating additional revenue can increase the ability of schools to enhance educational opportunities for students.

Definition

Fundraising is

- The solicitation for donations, gifts or bequests of goods, services or monies;
- Sponsorship: with receipt of funds or supply of goods and services; and
- Activities where the funds raised, net of the cost of raising them, will be retained by the school.

Procedures

1. 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.
2. Fundraising activities must not detract from the instructional programs.
3. Funds raised must complement, not replace, public funding for education and will not be used for providing basic supplies and resources necessary to complete a program of study.
4. Decisions on fundraising activities and their expenditure will be made by the principal, in consultation with students, staff, and where applicable, School Council. Fundraising goals will be developed in advance of the fundraising event.
5. 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.
 - 5.1 All fundraising 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
 - 5.2 Provision to refund the contributors.
6. Consistent with Administrative Procedure 404 – Staff Conflict of Interest, no Division employee involved in fundraising will be in a position to benefit financially from the fundraising activity.
7. Fundraising for the benefit of staff must:

- 7.1 Be pre-approved by the Secretary-Treasurer;
 - 7.2 Be accounted for separately; and
 - 7.3 Clearly disclose to people that the purpose is for the benefit of staff, and the benefit to be given.
8. Parents and students will be advised of the nature of the fundraising activity, the intended use of funds raised and prospective student involvement.
 - 8.1 Parents will be responsible to contact the principal where they do not approve of their child's participation in fundraising activities.
 9. Students will not be put at risk when participating in fundraising activities.
 10. Participation in fundraising activities will be voluntary. Parent(s)/Guardian(s) who choose not to participate in the fundraising activities can pay any associated fees.
 11. The principal must approve any staff, student and/or school involvement in fundraising activities conducted by, at or through the school.
 12. The principal will 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 policies or procedures, subject to audit.
 13. 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.
 14. The principal, in consultation with the School Council and other principals in the community will attempt to coordinate fundraising activities to avoid duplication and overlap for the ensuing school year.
 15. The Superintendent, at their sole discretion, reserves the right to disallow or discontinue any fundraising activity that they believe to be contrary to the spirit and intent of this Administrative Procedure, or that the Superintendent considers to be otherwise undesirable.
 16. School Councils are prohibited from incorporating by regulation. 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.
 17. External Agencies
 - 17.1 Fundraising activities by external agencies in the name of the Division must have the prior approval of the Secretary-Treasurer.
 - 17.2 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.
 - 17.3 An external agency may be an incorporated society or an unincorporated parent group outside the school, including School Councils.
 - 17.4 Student Unions and other student groups, such as sports teams, within the school are not considered external agencies.

17.5 Receipts from external agencies are recorded as a donation, if and when they are received by the school, department or Division.

18. Fundraising External Agencies and Division Policies and Procedures

18.1 A fundraising external agency does not have to adhere to Division policies and procedures if:

18.1.1 School, department or Division name, property or program is not used by the fundraiser; and

18.1.2 Division staff do not have signing authority as part of their assigned duties;

18.1.3 The records/bank accounts are not in the care, custody or responsibility of Division staff as part of their assigned duties; and

18.1.4 The agency retains all responsibility for financial reporting and control, and any attendant liability for its activities.

18.1.5 A failure of any one of the tests in clause 18.1 requires the Secretary-Treasurer, principal or department head to ensure that the agency adheres to the Division's financial policies or procedures.

18.2 School name includes using words such as School, or High School.

19. Donations, gifts or bequests must adhere to Division policies and procedures.

Reference: Section 33,52,53,55,68,197,222 256 Education Act
Charitable Fund-Raising Act
Gaming and Liquor Act
Income Tax Act
Public Contributions Act
School Councils Regulation (AR 113/2007)

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