FUNDRAISING ACTIVITIES SPONSORED BY SCHOOLS

Background

The District recognizes that to enhance school and community spirit, to fund student activities, or to provide for other school and student needs that are not possible to fund from District budget allocations, school-sponsored fundraising activities which involve revenues and expenditures may be conducted from time to time during the school year.

The District also recognizes that each school is unique with its own traditions and community expectations and, as a result, school fundraising activities, priorities and targets will vary from year to year and from school to school.

However, while supporting school fundraising activities, the District does not believe in the concept of engaging a paid professional fundraiser.

Activities which bring the school and the parents/community together in a cooperative manner, address philanthropic issues, or raise funds for a worthy cause are viewed as being endeavours which assist students in realizing social responsibilities within a democratic society.

The purpose of this administrative procedure is to provide guidelines on fundraising activities undertaken either by schools or in conjunction with Parent Advisory Councils, to delineate responsibilities, and to establish principles of accountability. The procedures are to be followed in the management of school or student activity funds.

Where fundraising is undertaken either for general school purposes or a specific event (i.e., ski or band trip), the Principal in consultation with staff, the parent advisory council or parent groups and students involved (or their representatives) has the authority to authorize the raising and expenditure of funds in the name of the school.

Procedures

1. Once a particular objective or general purpose has been established, it is to be communicated to those involved and funds raised by schools must be expended for that purpose. Generally, school fundraising activities are not viewed as a means to build a large reserve of uncommitted school funds.

2. Funds raised through school activities shall be administered according to Generally Accepted Accounting Principles (GAAP). Periodic reports on the expenditure of funds raised shall be made to those involved (i.e. parents, staff and/or students).

3. All monies collected from school fundraising activities/events shall be deposited in a chartered bank or credit union in the name of the school. Withdrawals shall require the signatures of at least two approved individuals, including the Principal or designate. Funds raised by the PAC in joint ventures on behalf of and in the name of the school would require an authorized PAC signature and ordinarily the signature of the Principal, or designate.

4. Any fundraising activities and products offered for sale by schools shall be undertaken:
   - 4.1 in a judicious and carefully scrutinized manner and with respect to the norms of the community or communities involved;
   - 4.2 after giving careful consideration to the quality and type of the product(s) being sold;
   - 4.3 after reviewing the costs and time involved versus the fundraising potential of the product(s);
   - 4.4 to avoid exploitation of students in advancing a particular commercial enterprise, exerting undue pressure to obtain student or family participation, or any direct monetary benefit to any staff member.

5. Those planning school activities shall attempt to be sensitive of community reaction to fundraising, be aware of other efforts in the immediate attendance area and coordinate school and parent fundraising activities during the year.

6. Guidelines for principals, students, staff, PAC and other parent groups to use when periodically reviewing school fundraising practices are to:
   - 6.1 minimize use of school time;
   - 6.2 fit the activity and supervision to the age and maturity level of the students (e.g. avoid door-to-door canvassing by younger students);
   - 6.3 offer adequate orientation on the charity or activity;
   - 6.4 not over-extend students, staff members or parents (e.g. consider the frequency and timing of these voluntary activities);
   - 6.4 determine if class competitions or sales incentives are acceptable/desirable for the school and the particular activity.

7. Fees charged or raised for events, trips, or services provided by the school for students and parents are expected to achieve little surplus or "profit" beyond the costs involved (i.e. collections for picnics and photographs or charges for school supplies and field trips are ordinarily not considered as being a means to generate significant funds for use on other general school projects).

8. Principals are authorized to accept donations and endowments from individuals or organizations on behalf of the school. (Refer to Administrative Procedure 517 regarding donations to schools and tax receipts).

9. From time to time schools may be surveyed by the Superintendent or designate on fundraising activities.

Reference: Section 65, 85, School Act

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