FUND RAISING

Background

Subject to the provisions of this procedure, the Division approves school-based fund raising to complement and or supplement the basic educational program, or to support approved charities.

While recognizing its responsibility to provide funds to meet the basic educational program of students, the Division supports School staff and or School Community Council fund raising initiatives to supplement or complement the basic program.

For the purpose of this procedure, school-based fund raising refers to all fundraising activity conducted under the auspices of the school.

Procedures

1. The purpose of the fundraising must be clearly identified to the school community to ensure transparency in process and that all funds including any resulting surplus are only used for the intended purpose.

2. Any funds collected are considered public funds.

3. The Division expects all fund raising to be compatible with the principle of equity and the best interests of students, staff, parents, and the school community.

4. The principal is responsible for informing the School Community Council of the specific nature and purpose of school-based fund raising.

5. Monies raised through school-based fund raising are to be used to enhance school programs related to:
   - 5.1 Costs for approved student excursions or other out-of-school educational programs.
   - 5.2 Approved student activities and special events conducted at the school or under the auspices of the school.
   - 5.3 Equipment and supplies for extra-curricular activities.
   - 5.4 Improvements to school sites or playgrounds.

6. All fund raising shall be approved by the principal including fund raising by staff.

7. Involvement by students in fund raising is voluntary; all participants must consent to such involvement.

8. Consideration must be given to the safety and security of students participating in canvassing.

9. Because funds are public funds, the principal, in consultation with the CFO, shall follow procedures for the safekeeping and accounting of fund as outlined in the School-based Funds Manual.

10. Purchase of goods and services from school-based fund raising shall follow the approved procedures of the school division.

11. Conducting fund raising activities must be such as to avoid 'over canvassing' of school communities.

12. All school-based fund raising must comply with municipal and/or provincial Regulations.

13. The designated Superintendent of Schools and Chief Financial Officer shall approve all fund raising campaigns of charitable organizations prior to the fund raising event.

14. Collection of all funds for charitable organizations shall be conducted under the direction of the principal.

15. All charitable organizations shall be prepared to provide evidence of compliance with municipal and/or provincial regulations with respect to fundraising.

Reference Section 85(c), 140.5(e) T*he Education Act, 1995*

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