



ADMINISTRATIVE GUIDELINE

Title: Fundraising

Effective Date: February 24, 2000

Responsibility: Superintendent of
Program and Schools

1.0 Rationale

There are valid reasons for schools to be involved in fundraising activities occasionally. Such campaigns must be consistent with the Board Plan, the administrative guidelines, and all laws governing such activities (e.g., regulations for lotteries or bingo). The safety and well being of participating students must be foremost in any fundraising plans, and the plans must recognize appropriate age levels for participants in the activities.

2.0 Fundraising for External Organizations

Students may be involved in fundraising for the Junior Red Cross, the United Nations International Children's Emergency Fund (UNICEF), the Canadian National Institute for the Blind, the Terry Fox Run, and the Heart Fund. Such fundraising activities require only the approval of the principal. Fundraising for all other external organizations requires the approval of the principal and the Superintendent of Program and Schools.

3.0 Fundraising for School Purposes

3.1 **General Parameters**

Campaign plans shall take into consideration the following concerns:

- 3.1.1 Fundraising should not interfere with the normal business of local merchants.
- 3.1.2 School time should not be used for fundraising (recognizing that students may be involved in related learning activities such as "accounting" during school time).
- 3.1.3 Door-to-door fundraising by students should be minimized.
- 3.1.4 Fundraisers shall meet all legal requirements that may apply.
- 3.1.4 Coordination of fundraising activities among neighboring schools should minimize duplication of campaigns in the respective communities.

- 3.1.5 Schools are not to use commercial organizations for canvassing homes or persons.
- 3.1.7 Accepted accounting procedures as found in the administrative guideline on “Accounting for School Funds” must be followed.

3.2 Procedures

- 3.2.1 Each significant project shall be recommended by the principal to the Superintendent of Program and Schools and shall not be undertaken without the written approval of the Superintendent.
- 3.2.2 Recommendations for fund raisers shall include at least the following information:
 - 3.2.2.1 A statement of purpose for the proposed fundraising event,
 - 3.2.2.2 A brief description of proposed activities,
 - 3.2.2.3 The dates and location of the event or canvass,
 - 3.2.2.4 Identification of the participants (e.g., grade 8 class), and
 - 3.2.2.5 An estimate of the sum of money to be raised.
- 3.2.3 Approval of the Superintendent is not required for the following:
 - 3.2.3.1 The offering of entertainment by students (e.g., band concert) at the school as a means of fundraising.
 - 3.2.3.2 The selling of food or beverages to students or staff for the purpose of fundraising.
 - 3.2.3.3 Small fundraising projects designed to raise less than \$100.
- 3.2.4 The principal shall ensure that:
 - 3.2.4.1 The staff members address student safety issues clearly in plans for fundraising.
 - 3.2.4.2 The participating students have been well trained before taking their parts in the fundraising event and they have a clear understanding of appropriate etiquette.
 - 3.2.4.3 Fundraising activities do not contravene any contractual agreements (e.g., contracts for cafeteria services).
 - 3.2.4.4 There is a financial statement kept of each fundraising event according to the administrative guideline on “Accounting for School Funds”.
 - 3.2.4.5 Cash is well secured at all times.
 - 3.2.4.6 Any lingering questions or uncertainties about a particular fundraising activity are discussed with the appropriate Superintendent.