

FUNDRAISING

Background

The district recognizes that schools often use additional funds to enhance school and community spirit, fund student activities, or to provide for other school and student needs that are not required to be provided by the local Board of Education or Ministry of Education. Therefore, school-sponsored fundraising activities, which involve revenues and expenditures, may be conducted from time-to-time during the school year.

The district believes:

- That school/student fundraising can provide enhanced learning opportunities for students.
- That all local funds generated by school/student fundraising are public funds entrusted to the district through school principals and must be administered as a public trust.
- That the types of fundraising undertaken, the conduct of the activity, the management of funds realized, and financial accountability should be ethical, in harmony with the goals of public education and district strategic goals and utilizing sound financial and business practices.

Procedures

1. Scope

- 1.1 This operational procedure applies to all fundraising conducted through schools or in the name of schools whether or not students are involved.
- 1.2 This operational procedure does not apply to fundraising conducted by a parent advisory council in its own name; unless students are involved (see 2.1)

2. Authority

- 2.1 The district assigns each school principal primary responsibility for and authority to conduct school/student fundraising done in the name of the school. Any fundraising involving students must be approved by the principal. The principal shall ensure that fundraising committees are aware of the district's fundraising operational procedure.
- 2.2 The secretary-treasurer shall, primarily through internal audits, ensure local funds realized from school/student fundraising are accounted for in accordance with the operational procedures and practices.

3. Principles of Fundraising

- 3.1 Fundraising may be conducted only for the purposes of the general welfare, education or morale of the students in the school. The purpose for which funds are raised must be clear and, in addition, should preferably be for enhancements of curricular and extra-curricular activities.
- 3.2 The specific purpose of a fundraising project must be known to all of the organizers, workers and persons from whom support is sought.
- 3.3 Fundraising is to be organized by voluntary not-for-profit efforts unless the superintendent of schools approves otherwise.

- 3.4 Fundraising activities and their conduct must be consistent with the goals of public education, in good taste and comply with the law.
- 3.5 Fundraisers, before proceeding should evaluate vendors, products, service and commercial terms. Potential purchasers must be informed that:
 - the school district does not warrant or guarantee products, services or vendor performance;
 - the product or service is not endorsed to parents as a part of their child's education program; and
 - the sale is being solicited to realize benefits and indicate how the benefit will be utilized.
- 3.6 For elementary school students, the raising of money is generally to be limited to functions at the school or those sponsored by the school at other locations. House-to-house canvassing and solicitation at business establishments and shopping centres is strongly discouraged for student safety reasons.
- 3.7 Projects shall be administered in conformity with good business practice, including sound accounting procedures. Required taxes must be collected and remitted on such sales.
- 3.8 Funds raised are to be expended for the purpose for which they were raised.
- 3.9 Each fundraising activity or set of common activities shall be separately accounted for pursuant to district standards. Those involved in fundraising are to be informed how funds were expended.
- 3.10 Funds raised are to be directed to the benefit of students and are not to be accumulated other than for specific projects.
- 3.11 Where a combination of fundraising and parent contributions exceeds the financial requirement of a function, surplus funds may be:
 - retained by the school for application to other student activities; or
 - refunds provided to parents to the maximum of their cash contributions.
- 3.12 Where public fundraising exceeds the financial requirements of a particular project, the balance of funds remaining are to be utilized for a similar project or for a similar group of students. Contributions are not refundable unless an escrow arrangement was established at the time of receipt of funds.
- 3.13 In the event of cancellation of a project or activity, direct cash contributions (not collected through group fundraising) may be returned to the payer.

Revised: September 2023
October 2015