



Policy Section: **Business and Administrative Matters**

600

Policy Name: **School Fundraising**

608

Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) to permit and encourage schools to enter into fundraising activities for any worthwhile purpose, subject to the guidelines set forth under this policy and in accordance with laws and regulations. All fundraising must have a designated purpose and the proceeds of fundraising must be used for the designated purpose.

Rationale

The KPDSB recognizes that fundraising by schools will enable them to purchase goods and services and provide programs that would not be possible within the provincial funding model. As well, KPDSB believes it is appropriate and beneficial for schools to participate in fundraising and that there should be resulting growth and learning experienced by students when they are actively involved in fundraising for community and school projects.

Definitions

“School Generated Funds” are funds that are raised and collected in the school or broader community in the name of the school, by School Councils, or other school or parent administered groups. These funds are administered by the school Principal and are raised or collected from sources other than the KPDSB’s operating and capital budgets.

“Fundraising” – an activity, permitted under KPDSB Policy, carried out by the school, or a parent organization associated with a school, to raise money or other resources that is approved by the school Principal. Such activities may take place on or off school property.

- **“School Fundraising”** – fundraising organized by students and staff that may impact, in part, on an instructional day. Parents may volunteer to assist.
- **“Parent Organization Fundraising”** – Fundraising carried out by a parent organization and having minimal or no impact on an instructional day.

Cross Reference
Income Tax Act
Policies
603, Donations
607, Procurement
501, School Councils and Parent Involvement Committee
Procedures:
608, School Fundraising
401, School-Student Activities Outside the Classroom

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“School Community” refers to students, parents/guardians, School Councils, Trustees, school administrators, staff, members of the broader community, and partners, as well as others, who support the local school and student achievement.

“Charity” – an organization or institution engaged in non-profit assistance as defined by the Income Tax Act.

“Community Project” – an activity that will promote the educational, philanthropic, or other work for the betterment of the local, regional, national, and world communities.

“Door-to-Door Canvassing” – an activity that involves students soliciting donations or sales on a house-to-house basis. Soliciting support from a friend or relative for a particular school or class project is not considered door-to-door canvassing.

Guidelines

1. All fundraising activities have a designated purpose and the proceeds derived will be used for the intended purpose.
2. Organizations (i.e., School Councils, etc.) that are related to the operation of the KPDSB and its schools may engage in fundraising activities provided that the activities have been approved by the Principal and that the activities abide by other appropriate policies of the KPDSB. All fundraising activities will respect:
 - a) The voluntary nature of fundraising activities;
 - b) That personal information of staff, students, or other individuals is not to be shared without prior consent;
 - c) The impact on student and staff time, and school programs;
 - d) That activities will be age-appropriate;
 - e) That supervision of students and safety precautions are of primary consideration;
 - f) School community recommendations regarding the planning and implementation of fundraising activities;
 - g) Municipal, Provincial, and Federal legislation, and Ministry of Education guidelines and policies;

- h) Accounting policies and procedures for fundraising as set out in the procedure guideline for this policy;
- i) That no person, including KPDSB staff or volunteers, will benefit materially or financially from the activity;
- j) That any capital projects supported should be complementary to publicly funded education, not result in an increase in the student capacity of a school, nor result in a significant increase in school or KPDSB operating or capital costs;
- k) That soliciting funds by political or commercial agencies is not permitted on the properties of KPDSB;
- l) That when an event, trip, or purchase is cancelled, the proceeds from fundraising cannot be specifically targeted to a student, but shall be used to benefit the school/department for which the activity was planned;
- m) That acceptable uses of fundraising proceeds may include (but are not limited to):
- Day field trips;
 - Extended field trips;
 - Schoolyard improvement projects;
 - Upgrades to sporting facilities;
 - Special-co-curricular projects (i.e., graduation, etc.);
 - Charities;
 - Community projects;
 - Special school/class projects;
 - Extracurricular activities and events (i.e., travel and entry fees for sports, competitions, school team uniforms, school band, choir, clubs, etc.);
 - Cost of travel to co-curricular competition;
 - Student assistance fund;
 - Supplies, equipment, or services which complement items funded by provincial grants;
 - Guest speakers or presentations;
 - Ceremonies, awards, plaques, trophies, or prizes for students;
 - Scholarships or bursaries; and
 - Other activities as approved by the Superintendent.

- n) That unacceptable uses of fundraising proceeds may include (but are not limited to):
- Items funded through provincial grants such as classroom learning materials and textbooks;
 - Facility renewal, maintenance, or upgrades funded through provincial grants;
 - Infrastructure improvements which increase the student capacity of a school or are funded by provincial grants;
 - Goods or services from employees where such purchases would contravene the Education Act;
 - Professional development including support for staff attendance at professional development activities;
 - Administrative expenses not associated with fundraising activity (any administrative expenses associated with fundraising activity should be minimized); and
 - Support for partisan political activity, groups, or candidates.
- o) That all equipment purchased from funds derived from fundraising shall become the property of KPDSB and shall be included in the equipment inventory list of the school. Such equipment will meet system standards;
- p) That in the event of a school closure, school consolidation, or that the equipment purchased through fundraising becomes obsolete, the disposition of these goods will be in consultation with the School Council;
- q) That donors are made aware that cash donations of twenty-five dollars (\$25.⁰⁰) or more to a school or program of KPDSB are eligible for a charitable receipt;
- r) That any fundraising in support of a local charity be approved by the Superintendent;
- s) That any products used for school fundraising be of good quality and be provided by reputable companies as defined by KPDSB Procurement Policy 607; and
- t) That all resources raised through fundraising activities be used within a two (2) year period unless approval is granted by the Superintendent.