

PROCEDURE

School Fundraising

1. Safety and Communication

- A. The Principal is responsible for ensuring that the safety of students is the foremost concern in planning any fund raising activities involving students.
- B. Staff, parents and students undertaking any fund raising activity in the name of the school, either in or out of school, shall have the prior approval of the Principal.
- C. The purpose and nature of fund raising events to be undertaken during the entire school year should be communicated to students and parents as early as possible in each school year. This may not pertain to fund raising organized by parent or student groups.
- D. Parents shall be offered an opportunity at the beginning of each school year to indicate that they do not wish their children to be involved in some or all fund raising activities.

2. Fund Raising for Charitable and Community Cause

- A. The Board approves of student collections, on a purely voluntary basis, for the Legion Poppy Fund, Salvation Army, Red Cross and UNICEF.
- B. All other requests from charitable and community organizations for student assistance are to receive initial approval through the Principal. Final approval may be granted at the discretion of the Director of Education or designate. Participation of students shall be on a voluntary basis in all cases.
- C. Participation of any school in fund raising for charitable and community causes will be limited and spaced so as not to overburden parents or the public or to use an undue amount of school time.

3. Fund Raising for School Purposes

- A. School purposes may include: extra-curricular activities, student trips, purchase of goods or services for use by students, and any other purpose approved by the Principal, with the following exceptions:
 - i) funds shall not be raised for items funded through provincial grants, such as classroom learning materials, textbooks and repairs or for capital projects that significantly increase operating costs.
 - ii) funds shall not be raised for offering and paying for employment.

The Principal shall consult with the School Council on an annual basis in establishing fund raising priorities for the school.

- B. The Board approves of fund raising activities of a goods or services nature. Activities which are recognized as being of this type include: book fairs, food sales (subject to Ministry of Health regulations), sales of school pictures, flea markets, tickets to extra-curricular school events.
- C. Participation of any school in fund raising for school purposes will be limited and spaced so as not to overburden parents or the public or to use an undue amount of school time.

As stated in A2: The Principal's approval must be obtained before initiating any fund raising activities. This is to avoid multiple requests to the same organization and to promote equity among activities. It also allows the principal to adhere to the annual priorities as set forth with the School Council. Failure to do so could jeopardize the relationship between the School and the Community. The Principal may issue written authorization upon request.

- D. The Board approves the use of door-to-door canvassing subject to the following:
 - i) Students will carry identification on school or Board letterhead with an explanation of the purposes for the canvassing and the plans for the use of the money raised;
 - ii) Door-to-door canvassing should be restricted to the area served by the school and friends/relatives of the student;
 - iii) Principals will ensure students and parents are informed of safety precautions which should be observed (e.g. parental supervision where appropriate, working in groups, limiting to daylight hours, wearing bright clothing, etc.). Students in the primary and junior division shall only be allowed to canvas door-to-door under adult supervision.
- E. The Board approves of auctions of goods or services donated to the school. Principals will ensure that, where required by law, a licensed auctioneer is utilized.
- F. The Board approves of lotteries having cash or merchandise or service prizes. A lottery is defined as any event where money is paid for a chance to win a prize. Principals will ensure proper licensing through the municipal authority or the Alcohol & Gaming Commission of Ontario.

- G. Fund raising activities should not result in any person, including school board staff or volunteers, benefitting materially or financially from the activities, except for the winners of lotteries.

4. Accountability

- A. Each School Principal shall submit a report to the Director of Education or designate outlining the amount of funds raised and expended, the sources of funds, and uses of funds, by September 30th following each school year. A copy of the report shall be available to the public in each school. The report will be produced by the Board-authorized school funds accounting program. OASBO's Guidelines to School Generated Funds shall be followed whenever possible and is available on Microsoft Outlook under Finance.
- B. The Director of Education or designate shall submit a summary fund raising report to the Board on an annual basis. This may be accomplished through the annual audited financial statements of the Board.
- C. The Principal of each school is responsible for the maintenance of accurate, up-to-date financial records of funds raised and expended by the school. Computer software has been provided to the schools to assist in maintaining these records.
- i) Receipts, sales records, cheque registers, etc. should be retained for a period of seven (7) years following the report to the Director of Education or designate. It is recommended that the records of each year be boxed, labeled and stored in the school.
- ii) Each school shall maintain a bank account for depositing funds and making payments in connection with fund raising activities. The principal shall have signing authority on any account opened in the school name. Each cheque will require two (2) authorizing signatures and it is recommended that the principal sign each cheque.

It is highly recommended that only one bank account be opened per school except for lottery funds which must be maintained in a separate account.

Funds raised under lottery licenses require a separate account with two authorizing signatures required to expend funds from the account. A separate account in the Board-authorized school funds accounting program shall be maintained with respect to lottery funds.

- iii) All funds collected should be promptly deposited to the bank account.



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- iv) Wherever possible, payments for goods and services shall be made by cheque.
 - v) The Chair of the School Council shall be granted access to fund raising records upon request and the Principal shall make an annual report on school fund raising to the School Council and it shall be posted publicly.
- D. The Director of Education or designate is responsible for reviewing every school's fund raising records at least once during each four-year cycle and making recommendations to the Principal for improvement.