

Administrative Procedure 3010 R1

***Fund-Raising Guidelines and Components***

**1. Raising Funds in Schools**

The sponsor of any group wishing to raise funds through a school shall complete the attached Form 657, Request to Establish a School Trust Account, and submit it to the principal of the school concerned. This form details the proposed name of the account, the reason the monies are being raised, the person who will be in charge of this fundraising activity, and the period of time over which it is proposed that the funds will be raised and disbursed. This shall include such accounts as 'coffee fund' and 'sunshine' accounts.

**2. Guidelines**

School staff and joint fund-raising should be guided by the following general principles:

- 2.1 that all involved in fund-raising work in the spirit of the 'ideal situation' listed further in this regulation;
- 2.2 that there be a specific purpose to the fund-raising that is communicated to those providing funds;
- 2.3 that there be a minimum of instructional time involved;
- 2.4 that there be clarity whether it is a school, joint or Parents' Advisory Council (PAC) sponsored fund-raiser when circumstances require a specific division of monies (gaming);
- 2.5 there be age and activity appropriate supervision;
- 2.6 that there be a positive image of the school and school district;
- 2.7 door to door canvassing is discouraged and may only occur given the following:
  - canvassers have a note from the school explaining the fundraising purpose;
  - canvassers may operate only within the school boundary and within a range that is age-appropriate;

- elementary school children require signed permission from parents who indicate approval of the activity and their willingness to provide adult supervision;
  - middle school and secondary school age students are required to be in groups of two or more.
- 2.8 that the activity complies with other board policies, (particularly Policy 6005, *Access to Students* and Policy 6031, *Student Travel*), municipal and/or regional bylaws, provincial and/or federal statutes and other relevant regulatory obligations;
- 2.9 to keep activities within reasonable limits, schools should coordinate activities between elementary, middle/junior and secondary feeder systems.

### 3. **The 'Ideal Situation'**

The ideal situation regarding fund-raising components, developed by a representative committee of trustees, parents, teachers and administrative officers, and endorsed by the board is:

- that in all activities pertaining to fund-raising the primary purpose of fund-raising is to benefit students;
- that there should be a cooperative joint effort with jointly raised funds;
- that fund-raising should reflect school wide planning preferably prior to the start of the school year;
- that there be a process that involves parents, administrators and staff in setting priorities linked to the plans.

### 4. **Components**

When circumstances require specific division of monies (i.e. gaming), then, within the spirit of the ideal situation the following shall be followed:

- (a) Staff-led and sponsored fund-raising shall occur when all funds are raised solely through school staff. Such funds shall be under the control of the school principal, be accounted for in accordance with Policy 3010MR1 and used for the benefit of their school exclusively.
- (b) Joint fund-raising shall occur when parents and staff jointly work to raise funds and/or when students are involved during the instructional day and/or on school premises.
  - i. No funds shall be divided according to prior agreement between the Parents' Advisory Council (PAC) and the school staff, represented by the principal.

- ii. The school portion of the funds shall be under the control of the school principal, and shall be accounted for in accordance with Policy 3010MR1.
  - iii. The Parents' Advisory Council portion of the funds shall be under their control and accounted for in accordance with their bylaws or Policy 3010MR2. The board anticipates that such fund-raising is for direct benefit to student learning and student activities.
- (c) Parents' Advisory Council (PAC) fund-raising shall occur when all funds are raised solely by parents when there is no assistance from employees operating in that capacity and/or no use of school premises, equipment or supplies.
- i. Such funds shall be under the control of the school Parents' Advisory Council and accounted for in accordance with their written bylaws or Policy 3010MR2.
  - ii. Such fund raising shall not include students during the instructional day or on school premises.
  - iii. Any fund-raising done solely by students outside the school day, off school premises or not during school activities shall clearly indicate that it is solely a Parents' Advisory Council fund-raiser.
  - iv. The board believes that such fund-raising is intended for direct benefit to student learning, student activities or scholarships and bursaries and assumes that conflict of interest and appropriate financial accountability procedures are in place in the Parents' Advisory Council bylaws.
  - v. The Board and employees operating under the authority of the Board at the time are not liable for activities associated with sole Parents' Advisory Council fund-raising.

