



TITLE: CANVASSING AND FUNDRAISING

1.0 Rationale:

It is recognized that, from time to time, expenses may arise which necessitate funding-raising by schools (students, parents and staff) and school councils for the provision of extra-curricular activities.

It is further recognized that the citizenship of our students can be heightened by their inclusion in charitable fund-raising events.

Participation by students or families in fund-raising and/or canvassing projects is strictly on a voluntary basis.

2.0 Definitions:

School-generated funds

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 school board's operating and capital budgets.

The term "school generated funds" is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties (e.g. tour operators, and hot lunch programs).

Fundraising

Fundraising is any activity, permitted under a school board's policy, to raise money or other resources, that is approved by the school principal, in consultation with, and upon the advice of the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

School Community

The 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.

3.0 Policy:

This policy outlines a set of procedures for administrators and staff to use for canvassing and fundraising efforts by our students.

PROCEDURES:

Student Safety:

Funds may be raised by activities within the school or outside the school, subject to the following guidelines:

- In any out of school fundraising activity involving students, the safety of pupils should be given primary consideration.
- For students in the Junior Kindergarten, Kindergarten, Primary Divisions, no out of school fund-raising is permitted unless under the direct supervision of parents signified by a written signed agreement for each activity.
- For students in Grades 4 to 8, fundraising activities outside of the school can take place only under the direct supervision of parents or the parents' written consent for each activity.
- For secondary school students, fundraising outside of the school can take place providing parents are informed of the fund-raising project and safety precautions are outlined by teachers to all pupils involved in the project.

Purpose:

Students must ultimately benefit from fundraising activities. The purpose will generally reflect a commitment to such things as:

- improving the health and welfare of students (i.e. Terry Fox Run, Jump Rope for Heart);
- providing additional recreational opportunities (i.e. field trips, playground equipment);
- providing additional educational experiences beyond the classroom (i.e. guest speakers, awards, scholarships).

Funds raised for school purposes:

- should not be used to replace public funding for education;
- should not be used to support items funded through provincial grants, such as classroom learning materials, textbooks and repairs or for capital projects that significantly increase operating costs;
- should not cover administrative expenses associated with the fundraising activity; and
- should not support partisan activities/groups or candidates.

Accountability and Transparency:

- Fundraising activities are developed and organized with advice and assistance from the school community, including students, staff, parents and community organizations.

- A fundraising activity does not result in any person, including school board staff or volunteers, benefitting materially or financially from the activity.
- Fundraising has a designated purpose and the proceeds are used for that purpose.
- Transparent financial reporting practices to the school community are in place.

Reporting:

- Each fundraising project within the school including organizations, which are not incorporated such as School Councils, shall be approved by the Principal. The report shall include a statement of purpose for the proposed fundraising along with dates and locations of the event or canvass. ***Appendix A.***
- A financial report shall be submitted to the Principal at the conclusion of each major fundraising event. ***Appendix B.***

Guidelines:

Ministry Guideline 2012:B10 – Fundraising Guideline (May 24, 2012)



CANVASSING & FUNDRAISING REPORT

SCHOOL:

APPLICATION FOR APPROVAL

OR

FINAL REPORT

NAME OF GROUP/ ORGANIZATION:

CONTACT PERSON:

DESCRIPTION OF EVENT:

BENEFIT FOR STUDENTS:

DATE(S) OF EVENT:

TIME(S) OF EVENT:

LOCATION OF EVENT:

Signature of Principal

APPENDIX B



CANVASSING & FUNDRAISING
EVENT FINANCIAL REPORT

SCHOOL:

NAME OF FUNDRAISING EVENT:

Event Supervisor's Name:

(1) **Gross Revenue:**

\$

(2) **Expenditures:**

- \$

(3) **Net Profit:**

= \$

Signature of Event Supervisor: _____

Reviewed by (Principal signature): _____