



TITLE: FUND-RAISING IN SCHOOLS

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1.0 OBJECTIVE

To provide guidelines with respect to fund-raising activities in the schools.

2.0 DEFINITIONS

In this procedure,

- 2.1 **Fund-raising** is the collection of funds raised from activities that include:
- a) projects that are directly associated with the schools and are in the interests of the students of the local school; and
 - b) the supervised participation of students in a limited number of activities for non-profit, charitable organizations operating in the interests of children, education, and the community.

3.0 RESPONSIBILITY

- 3.1 The school principal

4.0 PROCEDURES

- 4.1 The principal is responsible for ensuring that all fund-raising conforms to Board policies and procedures and that appropriate measures are taken for the safety and security of the students participating in such events.
- 4.2 Door-to-door canvassing by elementary school students is strongly discouraged. Parental consent documents for door-to-door canvassing will be held on file by schools for at least one year.
- 4.3 Normal accounting procedures will be followed in handling any funds received or expended by the school as a result of fund-raising activities.
- 4.4 The Board, as a charitable organization, may issue a tax receipt (that is, an acknowledgment of receipt of a donation for taxation purposes) in an amount above that used as a direct benefit for a student. (For example, a cost recovery fee for participating

in a field trip or attending a performance or for arts and crafts supplies, does not qualify). The minimum amount for which such a receipt will be issued is \$10.00.

5.0 REFERENCE DOCUMENTS

Education Act Regulation 298, s. 25

Board Policy P.014.SCO: School Councils

Board Policy P.045.GOV: Partnerships, Donations and Co-operative Ventures

Board Procedure PR.616.FIN: Accounting for School-Generated Funds

Board Procedure PR.540.SCO: Fund-raising in Schools

Board Procedure PR.535.GOV: Partnerships, Donations and Co-operative Ventures