

Administrative Procedure 520

SCHOOL BASED FUNDRAISING

Background:

The Division recognizes that additional revenues in support of programs can enhance educational services and opportunities for students. It is acknowledged that fundraising is an established and generally accepted practice within the Division and the community. Fundraising has been used as a means to obtain funding and resources for the provision of extra-curricular activities and/or resources of an enrichment nature for students.

Funds raised are to be used to benefit students, enhance the quality and relevance of education for learners and contribute to the development of responsible citizens.

Fundraising activities must be compatible with the best interests of the students, school staff and community and not detract from curricular activities.

All fundraising activities are to be done in a legal and ethical manner and are intended to directly benefit students.

Definitions:

Guidelines:

A division-wide procedure will ensure consistency and transparency in the collection and distribution of funds and reflect the following principles:

1. Complementary to Publicly Funded Education
 - 1.1. Funds raised for school purposes shall be used to complement, not replace public funding for education.
 - 1.2. The purposes for which the funds are collected are consistent with LPSD's educational and operational priorities.
 - 1.3. Activities do not detract from the learning environment.
 - 1.4. In the case of fundraising for capital items/projects, the project must be coordinated through the Facilities Manager.

2. Voluntary
 - 2.1. Participation in school-wide fundraising activities is strictly voluntary. No individuals should feel compelled to participate in any fundraising activity, nor should they be subject to penalties or be denied any benefits if they choose not to participate.
 - 2.2. Participation in school sports and other extra-curricular activities is inherently voluntary; however a condition of participation in these activities could include an expectation of fundraising to assist with the operating costs of the team/club.
 - 2.3. Parental permission is required for students to participate in fundraising activities.
 - 2.3.1. Individual schools will be responsible for informing parents of upcoming fundraising activities and seeking appropriate permission.
3. Safety
 - 3.1. The safety of students will be the primary consideration in all fundraising activities.
 - 3.2. Students must not be put at risk in participating in fundraising events.
 - 3.3. Student fundraising activities require supervision and should be age appropriate.
 - 3.4. Safety precautions that include school identification and a statement of purpose and goals shall be in place for each student canvassing outside of the school. Students shall be directed to show their identification and the statement of purpose and goals to all potential donors.

This procedure does not apply to revenue collected for school course fees or optional curricular or extra-curricular activity fees paid by students.

This procedure does not apply to instances of donations or sponsorship opportunities. In these instances refer to Board Policy 20 – Corporate Partnerships, Donations and Sponsorship for guidance.

Procedures:

1. The following procedures shall be followed in determining appropriate fundraising activities for the Division:
 - 1.1. All fundraising activities shall be for specific targeted projects and will not be use

as a means to offset regular school or division operational costs.

- 1.2. Fundraising proposals are to be submitted to the Principal or designate in advance of the fundraising activity for approval, in a form acceptable to the school Principal.
- 1.3. Principals or designates shall evaluate fundraising proposals based on the following criteria:
 - 1.3.1. The need for funds is clearly demonstrated,
 - 1.3.2. All funds raised shall be used for school purposes, to benefit students, and be supplemental to the basic instructional supports provided through core school based funding,
 - 1.3.3. The products and services conform to LPSD and community standards,
 - 1.3.4. The fundraiser is well planned and will be adequately supervised,
 - 1.3.5. The fundraiser has a specific start and end dates,
 - 1.3.6. The fundraiser is appropriate to the age and grade level of the proposed participants,
 - 1.3.7. If necessary, the fundraiser includes consultation with the school community,
 - 1.3.8. The fundraiser takes into account existing activities in the community at large.
 - 1.3.8.1. This includes activities undertaken by LPSD, other LPSD schools, and community groups.
 - 1.3.9. Where applicable, the appropriate municipal/provincial licenses are obtained,
 - 1.3.10. The fundraiser does not result in a significant increase in school or division operating or capital costs.

At the conclusion of the fundraising project, a report shall be completed by the event supervisor and be submitted to the school Principal or designate.

Fundraising activities should not negatively impact instructional time unless the activity is directly related to curriculum goals.

Some schools participate in activities that generate funds on an ongoing basis. These activities include, but are not limited to milk sales, vending machines, pizza sales, hot dog sales, clothing sales, etc...

The following procedures shall be followed in determining appropriate fundraising activities for the Division:

1. Fundraising activities shall be approved by the Principal or designate,
2. Ongoing fundraising activities shall provide a service to students within the school in which the activity is operating,
3. Net proceeds derived from said activities shall form part of the school based funds,
4. A review of these activities will be performed between the Principal and the Superintendent of Administration as part of the annual fiscal management process.

Use of Fundraising Proceeds:

1. The following procedures shall be followed in determining appropriate expenditures to procure goods and services using monies raised through school-based fundraising activities in the Division.
 - 1.1. Principals or designate shall evaluate expenditures to determine appropriateness and compliance with school goals,
 - 1.2. School-based fundraising activities and revenues must ultimately benefit students by:
 - 1.2.1. Providing additional educational experiences beyond the classroom,
 - 1.2.2. Improving the health and welfare of the students,
 - 1.3. Providing additional recreational opportunity for students,
2. School-based fundraising activities and revenues are not to be used to benefit staff or staff related activities.
3. Examples of acceptable uses of fundraising proceeds include:
 - 3.1. Identified charitable causes (e.g. Terry Fox Run, Jump Rope for Heart, etc...)
 - 3.2. Assistance fund (e.g. a fund serving a charitable purpose to benefit students and their families, such as providing payment for the cost of a field trip for student who cannot afford it),
 - 3.3. Supplies, equipment or services that complement items funded by provincial grants,
 - 3.4. Field trips or other travel

- 3.5. Guest speakers
 - 3.6. Ceremonies, awards, plaques, trophies or prizes for students
 - 3.7. Scholarship or bursaries
 - 3.8. Extra-Curricular Activities and events (e.g. travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs, etc...)
 - 3.9. School yard improvement projects (e.g. playground/field equipment, shade structures, gardens, outdoor skating rink, etc...)
 - 3.10. Upgrades to sporting facilities such as running tracks, installation of artificial turf and scoreboards.
4. Examples of unacceptable uses of fundraising proceeds include:
 - 4.1. Infrastructure improvements that increase the student capacity of a school, or are funded by provincial grants (e.g. Classroom additions, gyms, labs, portables, etc...)
 - 4.2. Goods or services for employees, where such purchases would contravene the Education Act of a School Community Council's by-laws regarding conflict of interest.
 5. Administrative expenses not associated with the fundraising activity.
 - 5.1. Any administrative expenses associated with the fundraising activity should be minimized.
 6. Support for partisan political activities, groups or candidates.
 7. Events that contravene school division policy, administrative procedures, school division mission, vision and values.

Accounting & Reporting of Activities

1. The Principal or designate shall be responsible for reporting the major fundraising activities to the Director or designated as required. The reporting shall take the following form:
 - 1.1. A report on the planned major fundraising activities detailing the type of fundraiser and the expected profit for each school shall be submitted to the Director or designate at the beginning of the school year. This report will be shared with the Board of Education as outlined in their Board Annual Work Plan.
 - 1.1.1. Major fundraising activities for LCHS sports teams and clubs not included

in the report will be reviewed by the Director or designate as the details become known.

1.1.2. Major fundraising activities are defined as those activities that typically take place away from school grounds and would result in a significant contribution to the Schools resources.

1.2. A report on the results of all major fundraising activities for the year detailing the various fundraisers undertaken and the actual profits for each school shall be submitted to the Director of designate near the end of each school year. This report will be shared with the Board of Education as outlined in their Board Annual Work Plan.

2. Accounting for all funds received and spent shall be completed in accordance with existing LPSD accounting practices and guidelines.

2.1. All funds raised by a school will be maintained in a Division based bank account.

Reference:

Section 97, 108, 109, Education Act

Created:

April 14, 2009

Revised:

June 2009

November 2013

November 2017