


Administrative Procedures 520	
Fundraising	
	Adopted: June 28, 2011 Amended: July 28, 2014
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 110, 278, 279, 281, 282

Background

The Division strives to have school program costs covered through the budget allocation process. The Board recognizes that generating additional revenue in support of programs can enhance educational services for students. Funds raised should be used to benefit students, enhance 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. Funds raised should complement, not replace, public funding for education.

Procedures

1. The principal, in consultation with staff and student leaders (if appropriate), school community councils, parents, and community shall develop procedures to guide all fundraising activities.
2. Proposed fundraising activities are to be reviewed by the School Community Council in September and February each year in accordance with Administrative Procedures 130 School Community Councils Duties.
3. Fundraising must be done for a specific purpose and the monies so raised must be used for that purpose unless, at the time the fundraising occurred, donors were advised of an alternate specific purpose for which any surplus funds would be used.
4. Final approval for fundraising activities rests with the principal.
5. When a community has more than one school, those schools are to cooperate in developing a scope and sequence of fundraising activities.
6. Participation in fundraising activities should be voluntary.
7. Fundraising projects shall not detract from instructional time.
8. The school shall be sensitive to the community, its businesses and its residents, before undertaking fundraising activity.
9. Monies generated by a school's fundraising project(s) are subject to the recording, accounting and auditing process and procedures of the Division.