



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

FUNDRAISING

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 administrated 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.

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.

1. The Principal of the school will provide consent and/or prior approval for all canvassing or fundraising activities on the part of pupils attending the school.

2. Fundraising activities shall be carried out to assist charitable groups and enhance school activities, such as field trips, or programs, or purchases which benefit the children of the schools and are aligned with the board's strategic directions. The Board prohibits fundraising activities which detract from the educational program, or which significantly interrupt teachers or students from the performance of their duties. Funds raised for school purposes are used to complement, not replace, public funding for education.

Capital projects supported by fundraising proceeds should:

- Be complementary to publicly funded education;
- Not result in an increase in the student capacity of a school; and
- Not result in a significant increase in school or board operating or capital costs.

Fundraising activities must be compliant with:

- Municipal, provincial, and federal legislation; and
- Ministry of Education guidelines and policies; such as the School Food and Beverage Policy, Equity and Inclusive Education Strategy, Facility Partnerships Guideline and the Boarder Public Sector Procurement Directive.

3. It is recognized that communication and cooperation among school, home and community are vital. Fundraising activities are developed and organized with advice and assistance from the school community, including students, staff, parents, and community organizations.

- a) Any group wishing to raise funds must complete a "Request for Fund-Raising" Form A, approved by the Principal.
- b) A record of ALL funds raised will be kept in the Principal's office for public scrutiny, with a copy sent to the school superintendent.
- c) An annual financial report, listing all fund-raising activities (and an accounting of such), carried out during the school year, shall be completed by the Principal/designate and shared with the Catholic School Council.
- d) A fundraising activity does not result in any person, including school board staff or volunteers, benefiting materially or financially from the activity.
- e) Fundraising has a designated purpose and the proceeds are used for that purpose.

4.
 - a) Participation in fundraising activities is strictly voluntary. No individuals should feel compelled to participate in any fundraising activity, nor should they be subject to penalties, or denied any benefits, if they choose not to participate.
 - b) The safety of students is a primary consideration in all fundraising activities.
 - c) JK to grade three children will be prohibited from participating in door-to-door canvassing.
 - d) Students above grade 3 shall be instructed on all aspects of canvassing and fundraising, to assure their safety and welfare at all times, and parents will be advised of the need to ensure adequate supervision when canvassing door-to-door.
 - e) Privacy must be respected. The personal information of staff, students or other individuals is not shared for the purposes of fundraising without prior consent.

5. The person (s) in charge of coordinating/organizing the particular fundraising activity shall ensure the safekeeping of the funds, as per Board Policy 4011.

6. Note: Fundraising as it relates to school councils outlined in Policy 4000 - Section 5:10
 - 5.10 Fundraising:
 - 5.10 i) *A Catholic School Council may engage in fundraising activities.*
 - 5.10 ii) *A Catholic School Council shall not engage in fundraising activities unless,*
 - *the activities are conducted in accordance with any applicable policies established by the board;*
 - *the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the Board.*
 - 5.10 iii) *A Catholic School Council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the Board.*