



Creighton School Division No. 111

Policy Name:	Fund Raising
Policy Type:	Students
Number:	222
Date Approved:	May 21, 2014
Legal Reference:	<i>The Education Act, 1995</i> : Section 85 (c) and 140.5 (e), Regulations 3.92 (e)

Subject to the provisions of this policy, the Board approves school-based fund raising to complement and or supplement the basic educational program, or to support approved charities.

While recognizing the Board responsibility to provide funds to meet the basic educational program of students, the Board supports school staff and or School Community Council fund raising initiatives to supplement or complement the basic program.

Guidelines:

1. For the purpose of this policy, school-based fund raising refers to all fundraising activities conducted under the auspices of the school. The purpose of the fundraising must be clearly identified to the school community to ensure transparency in the process and that all funds including any resulting surplus are only used for the intended purpose.
2. Any funds collected are considered public funds.
3. The Board expects all fund raising to be compatible with the principle of equity and the best interests of students, staff, parents, and the school community.
4. The principal is responsible for informing the School Community Council of the specific nature and purpose of school-based fund raising.
5. Monies raised through school-based fund raising are to be used to enhance school programs related to:
 - costs for approved student excursions or other out-of-school educational programs;
 - approved student activities and special events conducted at the school or under the auspices of the school;
 - equipment and supplies for extra-curricular activities;
 - improvements to school sites or playgrounds.

6. All fund raising shall be approved by the principal.
7. Involvement by students in fund raising is voluntary; all participants must consent to such involvement.
8. Consideration must be given to the safety and security of students participating in canvassing.
9. Because funds are public funds, the principal, in consultation with the Secretary Treasurer, shall follow policies and procedures for the safekeeping and accounting of funds.
10. Purchase of goods and services from school-based fund raising shall follow the approved procedures of the school division.
11. Conducting fund raising activities must be such as to avoid "over canvassing" of school communities.
12. All school-based fund raising must comply with municipal and/or provincial regulations.

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ADMINISTRATIVE PROCEDURES

1. The principal shall submit a list of approved fund raising activities to Board of Education on an annual basis. The approved list shall be posted on the division web-site each school year.
2. In the event that the need to participate in fund raising activities that are not on the approved list occurs, the principal shall submit a request to the Director of Education for approval.
3. Collection of all funds for charitable organizations shall be conducted under the direction of the principal.
4. Involvement by students in fund raising is voluntary; all participants must consent to such involvement.
5. Consideration must be given to the safety and security of students participating in canvassing.
6. The principal is responsible to ensure established proper procedures for safekeeping, accounting, and remission of all monies collected are followed.
7. All charitable organizations shall be prepared to provide evidence of compliance with municipal and/or provincial regulations with respect to fund raising.
8. Fund raising by staff in the school shall be approved by the principal.