



**Fund-Raising**

**Board Received:** March 21, 2016

**Review Date:** April 2020

**Policy Statement:**

It is the policy of the Grand Erie District School Board to endorse fund-raising activities, where the proceeds will be used to provide educational value for the students, and which are approved, supervised, and at the discretion of the Principal.

**Accountability:**

1. Frequency of Reports – As needed
2. Criteria for Success – Funds used to enhance educational opportunities  
– Financial controls in place  
– Student safety issues addressed

**Procedures:**

1. All fund-raising profits will be used to enhance educational opportunities or to improve the learning environment for students. This shall be done in consultation with and the approval of the principal.
2. All fund-raising activities must be authorized by *and are the responsibility of* the Principal of the school.
3. Student and staff participation in fund-raising activities shall be strictly voluntary
4. A plan for communication with parents shall be part of planning for all major fund-raising events so that Parents and School Council are informed of all major fund-raising activity.
5. Parent/guardian permission will be sought for elementary students to participate in fund-raising. Students should not be involved in door-to-door sales or canvassing without the supervision or permission of a parent/guardian.
6. The Principal shall ensure that high pressure tactics are not used in fund-raising activities. In any fund-raising program, the safety of those involved must be given primary consideration. The Principal must ensure that appropriate safety precautions are outlined to all those involved in the fund-raising activities.
7. A Principal or designate may refuse permission for a student to participate in a fund-raising activity.
8. Fund-raising activities shall be organized so that they cause limited interference with the regular school program.
9. Strict financial controls shall be in place before the activity commences, and complete records of transactions available during and after the event. These procedures apply to all fundraising activities operating in the name of the school or the name of the Board. Fundraising groups who

are officially constituted and who are required to report independently to another governing body may be exempt from these Financial Control procedures (i.e. Official Home and School Association member groups).

- 9.1 Fund-raising proceeds and disbursements must be recorded in the *School Banking* software program at the school in a separate ledger account designated for the activity. This ledger account is to be established in the School Banking system, using the board standard school banking account codes designated for fund-raising activities.
- 9.2 Fund-raising receipts will be deposited on a regular basis in a registered financial institution. Schools will establish and maintain only one bank account for all school generated revenues. Therefore, separate accounts for parent council or student council will not be permitted. The only exception is when schools are required under legislation to open a separate bank account for lotteries, as per the Alcohol and Gaming Commission of Ontario.
- 9.3 When a school is closed by the Board, all fund balances remaining in both the general fundraising account and lottery account if applicable will be forwarded for deposit to the account(s) at the school where the students of the closed school will be attending. Where the school population will be assigned to more than one school, the fund balances will be forwarded to the schools in direct proportion to the enrolment being assigned to each school.
- 9.4 All accounts shall be paid by cheque bearing the signature of two signing officers, one of whom shall be the Principal or designate.
- 9.5 Parent groups must be consulted before commitments or expenditures are made from funds raised by a parent group.
- 9.6 A report of the revenues and expenditures from the fund-raising activity shall be provided to the school council or parent council. The principal and the school council or parent council shall determine the reporting frequency, with quarterly reporting recommended and minimum of annual reporting. The activity report shall be included in the year end data provided to the board for consolidation with its financial statements annually as at the end of August.
10. Cash draws, raffles, and cash lotteries must be approved by the appropriate authority. When needed, permits and licenses must be taken out in the name of the school and signed by the Principal. This must be done at least two weeks prior to the activity. Any activity involving the service of alcohol shall follow the requirements for such events as set out in Board Policy FT4 – Use of School Facilities.
11. All items purchased with funds raised under the auspice of the school must follow Purchasing Policy F6 and Purchasing procedure F107. All items purchased become the property of the Grand Erie District School Board. Since the Board will own and maintain all capital items purchased with fund-raising monies, the Principal shall ensure that items to be purchased meet Board standards and specifications for furniture and equipment.
12. Items purchased through the fund-raising efforts of a school committee will remain in that school.
13. Fund-raising that involves high risk activities are not permitted. Contact should be made with the office of the Superintendent of Business regarding questionable activities.

Reference: F3 Capital Related Fund Raising and Community Donations  
FT4 Use of School Facilities