POLICY:	PARTICIPATION IN FUNDRAISING ACTIVITIES			#	709
SECTION:	700 : School Administration			Page 1	of 5
REVISION DATE:	August 2024	EFFECTIVE DATE:	August 2024	REVIEW DATE:	August 2029
CROSS REFERENCE:	Policy 306: Purchasing Policy BUS 05 Memo: Accounting for School Generated Funds				

POLICY

1. 1.1 Consistent with the tenets of the Roman Catholic faith, and in accordance with the spirit of our ***Religious Education and Family Life Programs***, the Board endorses the principle of student participation in projects and activities to assist charitable organizations and community causes.

1.2 Furthermore, the Board recognizes the value of and supports school-based activities and excursions that complement the learning environment and support student achievement and well-being.

1.3 Therefore, the Thunder Bay Catholic District School Board supports the raising of funds and the collection of monies for charitable organizations, community causes, and school-based events and activities in accordance with the guidelines listed below.

B: GUIDELINES

2. Definitions

2.1 School Generated Funds

School Generated Funds are those raised and collected in the school or broader community in the name of the school. These funds are administered by the school principal and are raised or collected from sources other than the School Board's operating and capital budget. School Generated Funds is a broad category that 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 charities or other third parties.

2.2 Fundraising

An activity, permitted under the School Board's policy, to raise money or other resources, that is approved by the Principal in consultation with its Catholic 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. The activity may take place on or off school property.

3. Guiding Principles

3.1 Funds raised for school purposes are used to complement, not replace, public funding for education. The purpose of these funds must be consistent with the School Board's mission and values and must support student achievement and well-being.

3.2 Participation in fundraising activities is strictly voluntary. No individuals should be compelled to participate in any fundraising activity, nor should they be subject to penalties or denied any benefits if they choose not to participate.

3.3 Privacy must be respected. The personal information of staff, students or other individuals is not shared for the purposes of fundraising without prior consent. (Municipal Freedom of Information and Protection of Privacy Act)

3.4 The safety of students is a primary consideration in all fundraising activities. Student fundraising activities shall be supervised and shall be age-appropriate.

3.5 Fundraising activities shall be developed and organized with advice and assistance from the school community, including students, staff, parents/guardians and community organizations.

3.6 A fundraising activity must not result in any specific person or persons benefiting materially or financially from the activity, without the prior approval of Senior Team. For example, fundraising for a seriously ill child or a family that lost their house to fire.

3.7 Fundraising must have a designated purpose and the proceeds must be used for that purpose.

3.8 Financial reporting practices must be followed and shared with the school community.

4. Responsibilities

4.1 Director of Education

4.1.1 To oversee compliance with the Board Policy 709.

4.2 Superintendents of Education

4.2.1 To review, on an annual basis, the projected fundraising events of each school.

4.2.2 To provide guidance to principals on acceptable fundraising activities.

4.2.3 To act as a resource on any questions regarding interpretation of this policy.

4.3 Superintendent of Business & Corporate Services

4.3.1 To establish policies, procedures and guidelines for fundraising.

4.4 Principal

4.4.1 To ensure that this policy is followed and that fundraising has a designated purpose that is consistent with the School Board's mission and values, school improvement plan, and that the proceeds are used for their intended purposes. Activities will support student achievement and not detract from the learning environment.

4.4.2 To complete all documentation as outlined in the Accounting for School Generated Funds administrative procedures.

4.4.3 To ensure that staff and authorized volunteers are aware of this Policy and related Accounting for School Generated Funds administrative procedures.

4.4.4 To supervise and spot check the record keeping of all fundraising revenues and expenditures that occurs on a monthly basis.

4.4.5 To be aware/manage the risk involved in the fundraising activity (i.e. supervision, safe location etc.)

4.4.6 To ensure the school community is informed regarding participation and support of major fundraising events, and to give a financial overview of these activities as per this Policy.

4.4.7 To have parental/guardian permission before approaching any potential supporter.

4.5 School Administrative Assistant

4.5.1 To comply with the Accounting for School Generated Funds administrative procedures as directed by the School Principal. To advise the School Principal of deviations from the guidelines outlined in this procedure.

4.6 Financial Services Department

4.6.1 To ensure adherence to the Accounting for School Generated Funds administrative procedures.

4.7 Catholic School Council

4.7.1 To work with the Principal to develop an annual fundraising plan.

5. Fundraising for Charitable and Community Causes

5.1 All requests from charitable and community organizations for fundraising assistance must be approved by the Director of Education.

5.2 School fundraising for charitable and community causes is limited to three major projects per school year.

6. Excursions and Other School Based Projects

6.1 Any fundraising activity for excursions and other school-based projects (e.g., awards, sports equipment) must be approved by the Principal. Any system-wide fundraising activity must be approved by Senior Team.

7. General

7.1 The terms of this policy shall apply to all fundraising activities, which may involve students, staff, or school-associated fundraising groups, carried out in the name of the school or of the *Thunder Bay Catholic District School Board*.

7.2 Door-to-door canvassing is not permitted.

7.3 Elementary school students shall not canvas in malls or other public places.

7.4 The Principal shall space fundraising activities throughout the year to avoid overburdening families and the local school community.

7.5 Instructional time used for fundraising purposes shall be kept to a minimum.

7.6 Lotteries / Games of Chance

7.6.1 Requests from charitable and community organizations to distribute and/or to sell lottery tickets through the students in the schools shall be denied, except where ticket sales result in all proceeds being directed to the school in support of school programs, activities or excursions.

7.6.2 The sale of lottery tickets is permitted where such has been initiated by the school or by the Catholic School Council and where all proceeds derived from the ticket sales are directed to the school.

7.6.3 Where the sale of lottery tickets does occur in a school, that activity will be governed by the appropriate municipal by-law(s) and be subject to the provisions of Section 7.2 and 7.3 of this policy.

7.6.4 Where schools participate in lotteries / games of chance a separate trust bank account must be maintained as required by the Alcohol and Gaming Commission of Ontario.

8. Accountability

8.1 General Principles

8.1.1 Each Principal shall prepare an annual Fundraising Activity Plan and submit it to their Superintendent by October 15th of each year. The plan will include the names and dates of all major fundraising events for the year as well as a listing of all ongoing fundraising activities (such as pizza sales, Book Fairs, etc.). For each event and activity, the Principal will indicate the charity, group or activity to which the funds are directed.

8.1.2 Each Principal shall prepare an Annual Report on School Generated Funds. The school community must be informed as to how proceeds from fundraising, fees and corporate donations are used. The report shall be shared with the Catholic School Council in June of each school year.

8.1.3 All funds collected through school fundraising are subject to the Board's regular audit and accountability requirements.

8.1.4 All funds raised must be expended within a two-year period, unless an exception is granted by the School Superintendent.

8.1.5 The Superintendent of Business and Corporate Services shall establish procedural guidelines and protocols to be followed (see BUS Coded Memorandum re Accounting for School Generated Funds).