
SCHOOL-COMMUNITY RELATIONS

8000

FUNDRAISING IN THE SCHOOLS POLICY

8012

1. Rationale

Schools are continually striving to provide the best learning environment and opportunities for their students. It is recognized that some school fundraising projects and donations from parents/guardians/caregivers and the school community go beyond money to reflect the collaborative efforts of students, parents/guardians/caregivers, teachers, and the school community. Lakehead District School Board recognizes both the contributions to the community and to school spirit made by students, and the growth and learning experienced by students when they are actively involved in fundraising for community and school projects. Funds raised for school purposes will not be used to replace public funding for education but rather should enhance programs and support school initiatives.

2. Policy

It is the policy of Lakehead District School Board to support a variety of fundraising activities subject to the guidelines set forth under this policy in accordance with laws and regulations. All fundraising must have a designated purpose; the proceeds of fundraising must be used for the designated purpose and must demonstrate the mission and values endorsed by the Board.

3. Definitions

3.1 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/guardian/caregiver administered groups. These funds are administered by the school principal, and are raised or collected from sources other than the Board's operating and capital budgets.

3.2 Fundraising

An activity, permitted under Board policy, carried out by the school, or a parent /guardian/caregiver organization associated with a school, to raise money or other resources that is approved by the school principal. Such activities may take place on or off school property.

School Fundraising

Fundraising organized by the students and staff which may impact, in part, on the instructional day. Parents/guardians/caregivers may volunteer to assist.

SCHOOL-COMMUNITY RELATIONS

8000

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8012

Parent/Guardian/Caregiver Organization Fundraising

Fundraising carried out by a parent/guardian/caregiver organization and having minimal or no impact on the instructional day.

3.3 School Community

School community refers to students, parents/guardians/caregivers, 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.

3.4 Charity

An organization or institution engaged in non-profit assistance as defined by the Income Tax Act.

3.5 Community Project

An activity that will promote the educational, philanthropic, or other work for the betterment of the local, regional, national, and world communities.

3.6 Door-to-Door Canvassing

An activity which involves students soliciting donations or sales on a house-to-house basis. Soliciting support from a friend or relative for a particular school or class project is not considered door-to-door canvassing.

4. Guidelines

4.1 All fundraising activities have a designated purpose and the proceeds derived will be used for the intended purpose.

4.2 Organizations; e.g. School Councils, Parent/Guardian/Caregiver Associations, Home and School Association; which are related to the operation of the Board and its schools may engage in fundraising activities provided that the activities have been approved by the principal and that the activities abide by other appropriate policies of the Board. All fundraising activities will respect:

4.2.1 the voluntary nature of fundraising activities;

4.2.2 that personal information of students, staff,-or other individuals is not to be shared without prior consent;

4.2.3 the impact on student and staff time, and school programs;

SCHOOL-COMMUNITY RELATIONS**8000**

FUNDRAISING IN THE SCHOOLS POLICY**8012**

- 4.2.4 that activities will be age-appropriate;
- 4.2.5 that supervision of students and safety precautions are of primary consideration;
- 4.2.6 school community recommendations regarding the planning and implementation of fundraising activities;
- 4.2.7 Municipal, Provincial and Federal legislation, and Ministry of Education guidelines and policies;
- 4.2.8 accounting policies and procedures for fundraising as set out in the procedure guideline for this policy;
- 4.2.9 that no person, including Board staff or volunteers, will benefit materially or financially from the activity;
- 4.2.10 that any capital projects supported should be complementary to publicly funded education, not result in an increase in the student capacity of a school, nor result in a significant increase in school or Board operating or capital costs;
- 4.2.11 that door-to-door canvassing by Lakehead District School Board students is not permitted;
- 4.2.12 that canvassing by students in public places, i.e. malls, is not permitted;
- 4.2.13 that soliciting funds by political or commercial agencies is not permitted on the properties of Lakehead District School Board;
- 4.2.14 that when an event, trip or purchase is cancelled, the proceeds from fundraising cannot be specifically targeted to a student, but shall be used to benefit the school department for which the activity was planned;
- 4.2.15 that acceptable uses of fundraising proceeds may include:
- day field trips;
 - extended field trips;
 - school yard improvement projects;
 - upgrades to sporting facilities;
 - special co-curricular projects (i.e. graduation, etc.);
 - charities;
 - community projects;
 - special school/class projects;

SCHOOL-COMMUNITY RELATIONS

8000

FUNDRAISING IN THE SCHOOLS POLICY

8012

- extracurricular activities and events (i.e. travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs);
- cost of travel to co-curricular competition;
- student assistance fund;
- supplies, equipment or services which complement items funded by provincial grants;
- guest speakers or presentations;
- ceremonies, awards, plaques, trophies or prizes for students;
- scholarships or bursaries; and
- other activities as approved by the superintendent.

4.2.16 that unacceptable uses of fundraising proceeds may include:

- items funded through provincial grants such as classroom learning materials and textbooks;
- facility renewal, maintenance, or upgrades funded through provincial grants;
- infrastructure improvements which increase the student capacity of a school or are funded by provincial grants;
- goods or services for employees, where such purchases would contravene the Education Act;
- professional development including support for teacher attendance at professional development activities;
- administrative expenses not associated with fundraising activity. Any administrative expenses associated with fundraising activity should be minimized;
- support for partisan political activity, groups or candidates; and
- the examples provided under 4.2.15 and 4.2.16 of this policy are not comprehensive lists. If there is uncertainty as to whether a particular fundraising activity is acceptable, the principal should consult the supervisor of finance for direction.

4.2.17 that all equipment purchased from funds derived from fundraising shall become the property of Lakehead District School Board and shall be included in the equipment inventory list of the school. Such equipment will meet system standards;

4.2.18 that in the event of a school closure, school consolidation, or that the equipment purchased through fundraising becomes obsolete, the disposition of these goods will be in consultation with the school council, and the Home and School Association, if applicable;

SCHOOL-COMMUNITY RELATIONS**8000**

FUNDRAISING IN THE SCHOOLS POLICY**8012**

- 4.2.19 that donors are made aware that cash donations of \$25.00 or more to a school or program of Lakehead District School Board are eligible for a charitable receipt;
- 4.2.20 that any fundraising in support of a local charity be approved by the superintendent of business or designate;
- 4.2.21 that any products used for school fundraising be of good quality, and be provided by reputable companies, and follow Policy/Program Memorandum (PPM) 150, if applicable;
- 4.2.22 that any products or services funded by school generated funds follow the dollar limits and process requirements outlined in 3030 Purchasing Policy; and
- 4.2.23 that all resources raised through fundraising activities be used within a two-year period unless approval is granted by the superintendent of business.

5. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Purchasing Policy & Procedures 3030	October 15, 1991	
Ministry of Education PPM 150	<u>Date Revised</u> June 25, 2002 June 24, 2008 June 26, 2012 April 24, 2018 April 21, 2026	
Food and Beverage Policy 6050		