



**1. Rationale**

The Simcoe County District School Board recognizes that school initiated canvassing or fund raising activities to support appropriate charitable organizations or school co-instructional activities or projects can serve as valuable learning experiences for students.

The Board also recognizes the need for all canvassing or fund raising activities to be planned and authorized in such a way that the safety of students is guarded, the parents/guardians and school community are informed in advance and funds raised are accounted for in accordance with established financial procedures.

**2. Policy**

It is the policy of the Simcoe County District School Board to allow canvassing or fund raising activities in the schools to support appropriate charities or school co-instructional activities or projects within the guidelines established by this policy.

**3. Definition**

3.1 A canvassing or fund raising activity is any solicitation for the purpose of obtaining funds that is approved by the school principal and endorsed by the school council or school fund raising organization operating in the name of the school and includes activities conducted by pupils both on and off school property.

**4. Guidelines**

4.1 Each school principal shall be directly responsible for all canvassing or fund raising activities carried on in the name of the school or sponsored or endorsed in any manner by the school. The School/Community Annual Fund Raising Plan approved by the school administration and endorsed by the school council shall be submitted to the appropriate Superintendent of Schools by mid October.

4.2 Each principal must give careful consideration to the number and extent of canvassing or fund raising activities so that the total fund raising efforts in a school do not become a burden or a nuisance to students, staff, parents/guardians or the community.



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- 4.3 Each principal must ensure that the purpose of each canvassing and fund raising activity is clearly outlined on an annual basis through a school newsletter to the school community and that the types of canvassing and fund-raising activities are consistent with educational objectives and community standards. Responsibility for maintaining appropriate financial records lies with the school principal working co-operatively with the school council or school fund raising organization. Financial records are to be audited in accordance with the administrative procedures in June of each year and summary financial reports submitted to the Superintendent of Business Services.
- 4.4 Concern for the safety of students and consideration for the community requires that canvassing, sales or solicitation of pledges not be permitted in public locations or on a door-to-door basis.
- 4.5 The participation of any student or staff in a fund raising activity is on a voluntary basis.
- 4.6 Only those canvassing or fund raising activities that receive the prior approval of the appropriate superintendent of schools are permitted.
- 4.7 The principal shall follow the financial procedures as determined by the Board for all canvassing or fund raising activities in order to protect people who are required to handle money.

**5. Administrative Procedures**

The Director of Education is authorized to establish procedures to implement this policy.

**ADOPTED FEBRUARY 27, 1991  
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