



Date of Issue	September 2007
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Subject	FUNDRAISING AND FINANCIAL ACCOUNTABILITY
Reference	Ontario Regulation 298, Section 24 and 25 Policy 4320 - Fundraising
Links	
Contact	Business Services

1. Fundraising

- 1.1 A fundraising activity is any solicitation for the purpose of obtaining funds that is initiated and approved by the principal and endorsed by the school council and/or school fundraising organization operating in the name of the school and includes activities carried out by students both on and off school property.
 - 1.1.1 Funds received in the school are included in the category school generated funds (SGF).
- 1.2 Canvassing, sales or solicitation of pledges shall not be permitted in public locations or on a door-to-door basis by students (Policy 4320, item 4.4).
- 1.3 School councils and/or the school fundraising organization shall work in full co-operation with the school staff under the supervision of the principal in activities involving fundraising.
- 1.4 Any school club, class, school council or school fundraising organization must have permission from the principal to engage in fundraising activities. Principals shall clearly outline all school/community initiatives in the School/School Community Annual Fundraising Plan. School administrators shall review the Board policies and procedures with the activity co-ordinator(s) prior to granting final approval.
- 1.5 Principals shall have discretionary power to determine the type and amount of charitable advertising to be displayed or announced in schools.
- 1.6 Fundraising that implies the school, school community or board endorsement of a particular commercial enterprise requires the principal to consult with the superintendent of education.
- 1.7 Advertising of a purely commercial nature will not be allowed in schools unless Board approval is given.
- 1.8 Competition among students to encourage or increase sales shall not be permitted. Incentive prizes, if awarded, shall be for participation only.



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- 1.9 If an event or activity that funds have been raised for is cancelled, or if a student or students to whose participation raised funds have been credited is unable to participate, funds raised become the property of the school and subject to the approval of the annual fundraising plan.

2. Approval Process

- 2.1 By October 15 of each year principals shall submit to their superintendent of education an annual plan following consultation and input from the school council and/or school fundraising organization for all fundraising initiatives. The principal shall communicate, on a regular basis, to his/her superintendent of education and school community on the progress of their fundraising activities including funds received and disbursements made.
- 2.2 Principals who wish approval to conduct fundraising activities which arise subsequent to the approval of the yearly plan may do so provided they:
- 2.2.1 consult and inform the school council;
 - 2.2.2 request permission and receive written approval from their superintendent of education prior to commencement of the activity.
- 2.3 Recommendations from the principal shall ensure that:
- 2.3.1 careful consideration has been given to the number, extent and validity of the recommended activities;
 - 2.3.2 all activities are consistent with values related to the goals of education;
 - 2.3.3 the purpose, role and value of each fundraising activity is communicated clearly to students and explained in writing to parents/guardians;
 - 2.3.4 participation by students and staff is voluntary;
 - 2.3.5 necessary licenses for lotteries, raffles or bingos are obtained prior to the event;
 - 2.3.6 clear timelines for the initiation and termination of each fundraising activity are established.
- 2.4 The superintendent of education shall maintain a record by school of approved fundraising activities and any in-year changes.



3. Financial Accounting Procedures

- 3.1 School administrators shall maintain one bank account for depositing funds generated through school/school community donations, and fundraising activities as outlined on the School/School Community Annual Fundraising Plans. Additional account(s) may be opened, as deemed necessary or legally required, with the written approval of the superintendent of business services. The principal is responsible for overseeing that the school bank account(s) are maintained accurately and appropriate auditing and summary reports are completed.
- 3.2 The principal, vice-principal, school secretary, student council treasurer, school council/school community/school fundraising organization representative are eligible to act as signing authorities. At least two signing authorities shall be designated; one of whom must be the principal or designate.
- 3.3 The bank account shall be one that produces a monthly bank statement and provides for the return of cancelled cheques. A bank reconciliation shall be completed monthly and shall be approved by the principal.

4. School Disclaimer

- 4.1 In the event a staff member, student council, school council or school fundraising organization initiates a fundraising initiative without seeking the permission and approval of the principal, the appropriate superintendent of education shall initiate a disclaimer communication to the school community. This information will be conveyed through the principal.

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