Greater Essex County District School Board

Policy: Fundraising/School Generated Funds

Reference No: P-BA-13

The Greater Essex County District School Board acknowledges that every student has the right to attend a school where they are qualified resident pupil, without payment of a fee. In order to support the costs of school events, or enhanced or optional programming, voluntary fundraising is permitted.

Voluntary fundraising initiatives shall complement the Board's mission, vision and strategic priorities to support student success and well-being. At no time will students be excluded from participating in any school activity or event based on their ability to pay or to fundraise. The dignity of every student and their families will be honoured.

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Preamble

The Regulation covers any funds raised in the name of and/or for the benefit of the school or the Board. These funds would fall into the following categories:

- School initiated fund (involves staff and students only)
- Special interest groups including school council/parents, clubs/home and school/booster clubs/alumni groups (involves groups directly connected to school using school name)
- External community partnerships (external groups not connected to school)
- Board-wide funds (example W.E. Care for Kids campaign)

When schools choose to engage in fundraising activities it is important to:

- Comply with Board Policies/Regulations;
- Ensure that the activities are consistent with the purposes and principles of public education;
- Ensure that fundraising monies are used to complement, not replace, public funding for education;
- Seek advice from the school community; and
- Support and protect staff and volunteers from legal liability through practices that promote accountability for the handling and proceeds raised from these activities.

Regulations:

1. All fundraising activities conducted in the name of the school or for the benefit of the school and its students must be approved by the Principal.
2. Before any fundraising project involving elementary students is conducted, parents/guardians shall be informed that the project has the support of the Principal.
3. The Principal will ensure that students and parents/guardians are aware that canvassing by all elementary school students will be restricted to family and friends (i.e. no door-to-door canvassing).
4. Participation by students in any fundraising activity is voluntary.
5. All fundraising on school property that involves the sale of food or beverage must adhere to Ministry of Education Policy/Program Memorandum 159 (School Foods and Beverage Policy).
6. Pursuant to Section 25(1) of Ministry Regulation 298, the board must approve all fundraising activities through the Superintendent of Business. Approved fundraising activities may include but are not limited to:
   - Sale of products
   - Advertising in yearbooks or school newspaper
   - Bingo games, lottery or raffles
   - In-school events (school dances, musical shows or productions)
   - Donations to charitable organizations or causes

7. For fundraising events which are unusual or unique in nature, the Principal should seek the advice of the Superintendent of Education responsible for the school as to the appropriateness of the event.
8. Decisions on what types of expenses will be permitted with the funds raised shall be as follows:
   - **School initiated funds**: the Principal shall determine the permitted use
   - **Special interest groups including school council/parents, club/booster clubs/alumni groups**: The groups and the Principal shall agree on the goal and the permitted expenses in advance of any fundraising activity. If, after fundraising, circumstance change and/or the expenditure goal needs to be changed, it will only be changed with the agreement of both the groups and the Principal. If no agreement is reached, the funds raised will be held until a goal agreeable to both parties is found.
   - **Other community partnerships (i.e. with an external group**): the group shall consult with the Principal and make the decision in accordance with Board policies.
9. The fundraisers must maintain financial records in accordance with Administrative Procedure AP-BA-13, School Fund Accounting. The Board reserves the right to randomly review the financial records of fundraising activities. Financial records shall be kept for at least seven (7) years after the year in which the activity was completed.

   Home and School financial record keeping, signing authority, and expenditure goals shall be in accordance with the Constitution, by-laws and guidelines of the Home and School Association.

10. Public Sector Accounting Board (PSAB) standards require that all school boards consolidate the funds generated at the school level with the annual financial statements of the school board. All funds collected through school, or school council fundraising are subject to the Board's regular audit and accountability requirements.

11. The Principal shall provide feedback to the students, parents/guardians and the community as to how the funds were used. (i.e. school announcements, the school's website, minutes of meetings, newsletters etc.).

12. The Principal is required to prepare a fundraising annual plan to coordinate and avoid overlap of fundraising activities where possible. Fundraising plans are to be submitted to the Superintendent of Business no later than October 31st of each year. The Superintendent of Business has the final authority to approve fundraising annual plans.

13. Bingos and lotteries (including Nevada tickets) shall be carried out in accordance with the established regulations and procedures of the Alcohol and Gaming Commission of Ontario and local municipal regulations and procedures.

14. Capital projects supported by fundraising should:
    - Be complementary to publicly funded education.
    - Be in alignment with the Board's overall capital priorities and planning processes, the school improvement plan, and the Ministry's priorities;
    - Not result in an increase in the student capacity of a school;
    - Not result in a significant increase in school or Board operation or capital costs; and

- Consider restrictions related to conflict of interest and procurement policies.

15. Fundraising activities must be compliant with:

- Municipal, providing and federal legislation; and
- Ministry of Education guidelines and policies.

16. In the event of a school closing, the balance of any remaining school fundraising amounts will be transferred to the appropriate / new school, after the payment of all outstanding invoices. The Superintendent of Business will coordinate the transfer of the funds.