



## **ADMINISTRATIVE PROCEDURE – AP416-1**

### **School Level Fundraising**

Area: Operations  
Policy Reference: School Level Fundraising (PO416)

Approved: June 22, 2026  
Revised:

#### **1. Purpose**

The purpose of this procedure is to establish clear, consistent, and transparent practices for planning, approving, conducting, and reporting school-level fundraising activities. This procedure supports the Board's School Level Fundraising Policy (PO416) by ensuring that all fundraising initiatives align with educational values, promote student well-being, comply with applicable legislation and financial controls, and uphold principles of accountability, and ethical conduct. These guidelines help ensure that funds are raised and managed responsibly and enhance school programs without creating barriers for students and families.

#### **2. Definitions**

**School Fundraising** (*Ministry of Education School Fundraising Guideline*) – any activity allowed under a school board's policy, to raise money or other resources for a school. Fundraising may take place on or off school property.

#### **3. Procedures**

- 3.1 Catholic School Councils and/or the fundraising groups must consult with the principal and receive approval for each proposed fundraising activity, based on a brief description of its purpose, intended use, and timing, before any planning or promotion occurs.
- 3.2 School Principals must:
  - 3.2.1 review the School Level Fundraising policy (PO416) and associated administrative procedure with the Catholic School Council annually;
  - 3.2.2 ensure all fundraising has a defined need, that proceeds are designated to benefit students, and are used as intended unless further approval is obtained;

- 3.2.3 prioritize student safety: fundraising must be supervised, age appropriate, and avoid activities such as door-to-door canvassing;
- 3.2.4 review all fundraising proposals submitted by individuals or groups, and approve based on criteria, need and capacity of their Catholic school community;
- 3.2.5 submit to the Family of Schools Superintendent and the Business Services Department the Annual Activities Plan with estimated fundraising amounts at the beginning of the school year, and the corresponding actuals at the end of the school year;
- 3.2.6 inform the Catholic school community of the purpose and intended use of fundraising proceeds before activities begin, share fundraising and disbursement plans through appropriate communication methods, and clearly state that participation in fundraising is strictly voluntary;
- 3.2.7 establish that any sponsorship connected to fundraising complies with the Board's policy Sponsorship for Board Activities and School Activities and Events (PO423);
- 3.2.8 ensure appropriate safeguards are in place for the collection, deposit, recording, and use of public funds, consistent with School-Generated Funds Policy (PO104) and Administrative Procedure (AP104-1) requirements; and
- 3.2.9 ensure funds raised in any given year should be spent on students within the same year unless the funds are specifically raised for a multi-year project.
- 3.3 Schools must give careful consideration to the nature, number, extent and frequency of all fundraising activities.
- 3.4 No new lottery licenses should be applied for.
- 3.5 All equipment purchased from funds derived from fundraising shall become the property of the Board. Such equipment must meet system standards.
- 3.6 Catholic School Council shall submit a written report on its activities to their school Principal.
- 3.7 Refer to Appendix A – Acceptable and Unacceptable Use of Fundraising Proceeds, which outlines examples of acceptable and unacceptable uses of fundraising proceeds.

#### **4. Sources**

- 4.1 [Broader Public Sector Procurement Directives](#)
- 4.2 [Community Planning and Partnerships Guideline](#)

- 4.3 [Equity and Inclusive Education Strategy](#)
- 4.4 [Ministry of Education, Guidelines for School Fundraising](#)
- 4.5 [Ministry of Education, School Food and Beverage Policy](#)
- 4.6 [Municipal Freedom of Information and Protection of Privacy Act](#)
- 4.7 [Ontario Lottery and Gaming Corporation Act](#)

## **5. Appendices**

- 5.1 Annual Activities Plan
- 5.2 Appendix A – Acceptable and Unacceptable Uses of Fundraising Proceeds

## **6. Related Policies and Administrative Procedures**

- 6.1 [School Generated Funds Policy \(PO104\)](#)
- 6.2 [School Generated Funds Administrative Procedure \(AP104-1\)](#)
- 6.3 [Catholic School Councils and Parent Involvement Committee \(PO211\)](#)
- 6.4 [Catholic School Councils Administrative Procedure \(AP211-1\)](#)
- 6.5 [Sponsorship for Board Activities and School Activities and Events Policy \(PO423\)](#)