

## **POLICY – PO416**

### **School Level Fundraising**

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Area: Operations  
Source: Superintendent of Education - Policy Development

Approved: Oct. 22, 2001  
Revised: Nov. 9, 2020

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#### **1. Introduction**

It is recognized that fundraising activities have the potential to enrich the experience of students, as well as help to build a broader sense of community outside of school hours. A clear and transparent process for raising and spending funds must be in place and they must be consistent with Ministry of Education policies and regulations, and in accordance with Catholic values.

#### **2. Definitions**

**Charitable Campaign** – a fundraising campaign with the objective of raising money to support a charitable organization (e.g., Canadian Cancer Society, Terry Fox, Disaster Relief, etc.)

**Church Sponsored Campaign** – a fundraising campaign with the objective of raising money to support a Catholic church sponsored initiative (e.g., ShareLife, Rose of Durham, etc.)

**Fundraising** – any activity permitted under the board's policy, to raise money or other resources, as approved by the school principal in consultation with, and upon the advice of, the Catholic school council and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

**Major Campaign** – a fundraising campaign that involves the entire student community and is intended to raise the greatest amount of funds for the benefit of the entire student body.

**Minor Campaign** – a fundraising campaign that involves a part of the student body in the fundraising activities (e.g., a division, department, club, etc.).

**School Community** – the school community refers to students, parents/guardians, Catholic 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.

**Student-Generated Funds** – funds that are raised and collected in the school, or broader community, in the name of the school, by Catholic school councils or other school or parent/guardian administered groups. These funds are administered by the school principal, and are raised or collected from sources other than the school board's operating and capital budgets. School-Generated Funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school bank accounts to support a variety of programs such as payments to charities or other third parties (e.g., tour operators, and hot lunch programs).

### **3. Purpose**

The purpose of this policy is to provide procedures and guidelines to parents/guardians, staff, and all who engage in fundraising activities designed to support a local school or board initiative.

### **4. Application / Scope**

This policy applies to all groups involved in fundraising within a school, including the principals, staff, students, Catholic school councils and other parent/guardian groups.

### **5. Principles**

5.1 The Board believes that:

- a) funds raised for school purposes are used to complement, not replace, public funding for education;
- b) the purposes for which funds are collected must be consistent with the Board's mission, vision and in accordance with Catholic values;
- c) activities must support student achievement and not detract from the learning environment;
- d) the school community is welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community;

- e) privacy must be respected. The personal information of staff, students or other individuals shall not be shared for the purposes of fundraising without prior consent. (The use of personal information by school boards is governed by the Municipal Freedom of Information and Protection of Privacy Act.)
- f) fundraising activities should be developed and organized with advice and assistance from the school community, including students, staff, parents/guardians and community organizations.
- g) fundraising activities may not result in any person, including school board staff or volunteers, benefitting materially or financially from the activity.
- h) fundraising must have a designated purpose and the proceeds must be used for that purpose.
- i) transparent financial reporting practices to the school community must be in place.

## **6. Requirements**

- 6.1 The Director of Education shall issue administrative procedures to support this policy and to amend them thereafter as the need arises.
- 6.2 Fundraising activities must be compliant with Ministry of Education guidelines and policies, such as School Food and Beverage Policy, Equity and Inclusive Education, Facility Partnership Guidelines and the Broader Public Service Procurement Directives.
- 6.3 Funds raised for school purposes should not be used to support items funded through provincial grants, such as classroom learning materials, textbooks, and repairs for capital projects that significantly increase operating costs.
- 6.4 School Principals must:
  - a) submit annually to the Family of Schools Superintendent the fundraising plan for the year;
  - b) review this policy with the Catholic school council annually;
  - c) approve all fundraising proposals submitted by individuals or groups within the Catholic school community;
  - d) ensure the School-Generated Funds Policy (PO104) is followed in the collection, distribution, reporting and overall administration of the funds;

- e) identify to the Catholic school community the purpose of all fundraising activities before beginning school activities;
  - f) inform the Catholic school community as to how the proceeds from all fundraising activities, fees and corporate donations are to be used;
  - g) determine the best method for communicating with the Catholic school community (e.g., newsletter, posting to school website):
    - plans for fundraising activities and;
    - plans for the disbursement of proceeds
  - h) ensure that all students benefit from the proceeds of fundraising;
  - i) communicate that participation in fundraising activities is strictly voluntary and that no one should feel compelled to participate in any fundraising activity, nor should they be subject to penalties, or be denied any benefits, if they choose not to participate;
  - j) ensure that the sponsorship of fundraising initiatives is in compliance with the Board's policy on Sponsorship for Board Activities and School Activities and Events (PO423);
  - k) ensure that student safety is a primary consideration in all fundraising activities. Student fundraising activities require supervision and should be age-appropriate; and
  - l) appropriate safeguards must be in place regarding collection, deposit, recording, and use of public funds.
- 6.5 Schools must give careful consideration to the nature, number, extent and frequency of all fundraising activities approved:
- a) ensure that no more than one major fundraising campaign occur in a school in each school year;
  - b) ensure that minor fundraising campaigns, Church sponsored campaigns and charitable campaigns are spaced throughout the school year;
  - c) ensure that priority is given to raising funds for ShareLife when considering church sponsored and charitable campaigns for the year.

## **7. Sources**

- 7.1 Ministry of Education, Guidelines for School Fundraising, 2012
- 7.2 Ontario Lottery and Gaming Corporation Act, 1999
- 7.3 Municipal Freedom of Information and Protection of Privacy Act

- 7.4 Ministry of Education, School Food and Beverage Policy
- 7.5 Broader Public Sector Procurement Directives

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

- 8.1 School Generated Funds Policy (PO104)
- 8.2 Sponsorship for Board Activities and School Activities and Events Policy (PO423)