

**Fund Raising****-POLICY-**

1. Budget allocations will be provided by the Board and each school will be allocated a budget for curricular and extra-curricular activities.

2. Fund raising activities shall be classified as Major and Minor:

2.1 Major Activities

Activities such as canvassing/soliciting and the like shall be limited to the following:

2.1.1 Secondary - Two (2)

2.1.2 Elementary - One (1)

Lotteries may be sponsored providing all conditions in the Lotteries Act and Regulations are met.

Major activities require the prior permission of the Board.

Schools are requested to submit for Board approval, a schedule of major fund-raising activities as soon as possible in the new school year.

2.2 Minor Activities

Activities include bake sales, carnivals, car washes, etc., shall not be restricted in number, and require the permission of the principal.

2.3 Extra-Ordinary Field Experiences

Funding activities beyond the regular schedule (major activities) must be submitted to the Board for approval prior to the fund-raising.

3. Schools should be sensitive to community reaction to fund-raising and thereby keep the number of activities to a minimum. Schools should also restrict canvassing activities to their immediate attendance area.

4. All fund raising shall be on a product or service basis. Under no circumstances shall funds be solicited.

5. All monies collected shall be deposited in a chartered bank or credit union in the name of the school. Withdrawals shall require the signatures of two approved individuals, including the principal. All accounts shall be subject to an annual audit by the Secretary Treasurer, or his/her designate.

**-REGULATION-**

1. Charitable Purposes

A school may undertake fund-raising drives to support activities such as UNICEF, Poppy Sale, Red Cross and Foster Children.

2. A-thons

May not be used as a fund raising activity unless prior written permission is obtained from the Superintendent of Schools.

3. A Service for Fee

3.1 Every school should endeavour to include a "service for fee" concept in its fund raising program. Activities such as the following may be included: car wash, lawn mowing, yard cleanup, babysitting, snow shovelling, painting, film shows.

3.2 A school may sponsor a noon hour lunch program.

4. Sale of Goods

4.1 To the public;

4.1.1 Each school may undertake one annual drive for sale of goods such as chocolates, cookies, greeting cards, etc.

4.2 To the students;

4.2.1 Each school may sell to its students, items such as school T-shirts, rings, shorts, stationery, etc.

4.2.2 The primary aim should be to provide a sale of goods not otherwise available through local commercial outlets.

5. Fairs or Carnivals

5.1 A school may sponsor an annual fair or carnival as a major fund raising venture.

5.2 Games of chance may be played for winning prizes but cash gambling may not be included.

5.2.1 A bingo may be included provided conditions of the Lotteries Act and regulations are met.

6. Lotteries, Sweepstakes or Draws

A school may sponsor a sweepstake or draw, providing:

6.1 All conditions in the Lotteries Act and Regulations are met.

7. Semi-Commercial Enterprises

A school may use any of the following to raise funds or to provide a service as indicated:

7.1 Vending machines: subject to a suitable agreement made with the school principal.

7.2 Photographs: commercial photographers or companies may be permitted to take individual or class photographs at the discretion of the principal, but not for the purpose of raising funds.

7.3 Magazine Subscriptions: an annual subscription drive to raise funds may be undertaken.

7.4 Advertisements in the School Annual: advertisements may be solicited in the annual.

7.5 Other: subject to the Superintendent's approval.

8. Student Charges (Cultural Activities)

A school may collect the annual charge described below providing the ability to pay is not a prerequisite to taking a course or participating in a school sponsored activity. The Superintendent may give authorization to reimburse schools through available

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discretionary funds for expenses incurred in providing services to indigent students. All services provided under this Section shall be optional to the student.

- 8.1 Elementary and secondary schools may collect an annual charge for cultural events; the charge to depend upon the cost of the services to be offered.
- 8.2 Secondary schools may charge a student council fee. The fee is to be reviewed annually by the Board.
- 8.3 No student charges shall be made that are not covered by this policy and regulation, without the prior approval of the Superintendent.

9. Accounting

All monies collected and disbursed by a school are Public Trust Funds and are subject to the accounting procedures in Policy No. 804.2, School Funds, and an audit by the Secretary Treasurer.

- 9.1 Where practical, an opportunity should be given to students to participate in the management and accounting of funds raised by their efforts.
- 9.2 Expenditure of school funds shall be approved by the principal of the school, after consulting with his/her staff or, in the case of the Student Council funds, by a majority vote of the Student Council.