

RAINBOW DISTRICT SCHOOL BOARD

POLICY & PROCEDURES MANUAL		P.6.05
LAST UPDATE: April 20, 1998 OP revised Jan.17/00 Rev. Sep 19, 2002	BOARD MOTION: 98-R061 00-R11 02-R167	STUDENT

POLICY STATEMENT

P.6.05 FEES, FUNDRAISING

Part A - Fees

The use of essential items or access to essential school resources shall not be included in Student Activity Fees. *Ref: The Education Act, Section 32(1).*

Part B - Fundraising

In accordance with Regulation 298, Section 25, the Board may allow students' councils, school clubs or school organizations to undertake fundraising activities in accordance with specified procedures.

OPERATIONAL PROCEDURES

OP 6.05 FEES, FUNDRAISING

Part A - Fees

1. Board Cash Handling Procedures shall be used in matters related to Student Activity Fees. The Board will audit accounts from time to time. *Ref: Board Cash Handling Procedures, Nov. 1994, located in the Administrator's Handbook.*
2. Secondary School Principals may establish a reasonable school activity fee to cover extraordinary expenses occurring outside of the classroom. At the time of registration, students will be informed of the amount and purpose of the student activity fee.
3. Information with regard to fees for co-curricular activities shall be presented to the parents and students at the beginning of the school year or semester.

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Part B - Fundraising

In order to accommodate schools in their fundraising activities and to reassure the Board that there is reasonable control over such activities, the following procedures will apply.

1. Safety precautions and supervision while students are engaged in canvassing or fundraising shall be the prime concern.
2. Principals shall be in charge of administering the Board's policy on soliciting for funds in their schools.
 - 2.1 No student or representative may canvas or fund-raise on school property without the consent of the Principal.
 - 2.2 No agent or representative may canvass in schools except as permitted by the Director of Education or his/her designate.
3. Subject to consultation with school councils, principals will have the opportunity to initiate fund-raising activities.

The principal shall ensure that the purpose, role and value of each fundraising activity is clearly understood by students and explained in writing to parents/guardians (and the school community and/or community at large, where appropriate).

4. By September 30, principals shall submit to the appropriate Superintendent, a tentative schedule for the year's fundraising plans. This schedule is subject to amendment by principals in light of extra fund-raising projects which may be deemed necessary throughout the year. Parents/guardians must be notified of fund-raising plans prior to October 30 of the school year and February 28, in semester 2 in secondary schools. The plan shall be submitted to the superintendent on the Fundraising Plan Form.
5. Children in the primary and junior divisions shall not be participants in door-to-door canvassing activities.
6. Accounting procedures by the Board's Accounting Department shall be strictly followed.