



ADMINISTRATIVE PROCEDURE STUDENTS, PARENTS AND COMMUNITY	
Effective:	November 27 2017
Last Revised:	

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SCHOOL FUNDRAISING

1. PURPOSE

Rainbow District School Board recognizes that parents and school communities may choose to support their schools through fundraising. This administrative procedure provides direction on how to effectively plan and administer school fundraising activities.

The safety of students must be a primary consideration in all school fundraising.

2. DEFINITIONS

Fundraising: Any activity permitted under this procedure to raise money or other resources that is approved by the principal in consultation with and upon the advice of the 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.

Out-of-school Activity: An out-of-school activity is one that involves the general public.

Parent: All references to parents in this administrative procedure include legal guardians.

3. APPLICATION

This administrative procedure applies to all school canvassing and fundraising.

PROCEDURES

4. School Fundraising

4.1 In accordance with Ontario Regulation 298, section 25, the Board may allow student councils, school councils, school clubs, or school organizations to undertake fundraising activities.

4.2 Whenever a fundraising activity is conducted in the name of the school, whether initiated by the school, a parent group, or school council, the principal is ultimately responsible for administering this procedure and ensuring that it is followed.

5. Specific Expectations

- 5.1 In order to accommodate schools in their fundraising activities and ensure that there is control over such activities, the following procedures will apply:
 - 5.1.1 Safety precautions and supervision while students are engaged in canvassing or fundraising shall be the prime consideration.
 - 5.1.2 No student or representative may canvass or fundraise on school property without the consent of the principal.
 - 5.1.3 No agent or representative may canvass in schools except as permitted by the director of education or his/her designate.

6. Approval and Communication

- 6.1 By September 30, principals shall submit, in writing, to their superintendent a tentative schedule for the year's fundraising plans. This schedule is subject to amendment by principals in light of extra fundraising projects, which may be deemed necessary throughout the year.
- 6.2 The Principal shall, in writing, ensure that parents and, as appropriate, the public are made aware of all canvassing and fundraising activities and their purposes. It is important that the role and value of canvassing and fundraising be clearly understood by students, parents, and the school community before any activity is undertaken.
- 6.3 School Councils must be notified of fundraising plans prior to October 30 of the school year. The plan shall be submitted to the superintendent on the Fundraising Plan Form.

7. Student Safety

- 7.1 The safety of students is a primary consideration in all fundraising activities.
- 7.2 No student under the age of thirteen (13) shall participate in door-to-door canvassing activities without adult supervision.
- 7.3 Written, informed parental consent is required for each student canvassing outside the school.
- 7.4 Student fundraising activities require supervision and should be age-appropriate.
- 7.5 Safety precautions that include sharing information about the school they are representing and a statement of purpose and goals shall be in place for each student canvassing outside of the school.

8. Accountable and Transparent Handling of Funds

- 8.1 Accounting procedures by the board's accounting department shall be strictly followed.
- 8.2 Detailed accounts of funds raised shall be given to and kept by the principal in accordance with Rainbow District School Board accounting procedures.

- 8.3 Appropriate safeguards must be in place regarding collection, deposit, recording, and use of public funds.
- 8.4 All funds collected through school or school community fundraising are subject to the board's regular audit and accountability requirements.
- 8.5 Fundraising has a designated purpose and the proceeds are used only for that purpose.

REFERENCE DOCUMENTS***Legal:***

Education Act, Section 265 Duties of Principal: Care of Pupils

Ontario Regulation 298, Section 11: Duties of Principals: Solicit Views of School Council

Ontario Regulation 298, Section 25: Canvassing and Fundraising

Ontario Ministry of Education Memorandum 2012:B10 Fundraising Guideline

<http://www.edu.gov.on.ca/eng/parents/Fund2012Guideline.pdf>

Board:

Board Policy No. GOV-14 Parent and Community Relations