

## **Administrative Procedure 520**

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# **SCHOOL FUNDRAISING**

### **Background**

The Division endorses student fundraising activities to assist school sponsored activities subject to the following procedures as detailed below.

### **Procedures**

1. The Division is responsible for all funds collected by staffs for school purposes. Staff members control such funds for the benefit of students, and this creates a trust relationship. Therefore:
  - 1.1 The Principal shall be responsible for the collection, safekeeping, disbursement and proper accounting of each fundraising project undertaken in the school by staff and/or students;
  - 1.2 All fundraising projects undertaken by school staff and/or students shall have the prior approval of the School Community Council;
  - 1.3 All funds must be managed in a manner consistent with the Division's internal audit checklist;
  - 1.4 All money collected through school fundraising activities shall be expended for the benefit of students;
  - 1.5 Complete and accurate accounting records must be maintained and be available for viewing on a timely basis.
  
2. Fundraising guidelines:
  - 2.1 The hallmark of all fundraising activities is to be moderation;
  - 2.2 Fundraising campaigns are to be specific in purpose;
  - 2.3 Involvement in support of school fundraising activities is to be voluntary, i.e. no undue pressure is to be placed on students, staff or community members to participate;
  - 2.4 A year end financial summary of fundraising projects must be submitted by the Principal with the year end reports and submitted to the School Community Council for consideration before approval of the upcoming year's fundraising plans.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act