



FUNDRAISING – ELEMENTARY & SECONDARY SCHOOLS

POLICY #: F-4

AUTHORITY: 99-058/04-164/09-207/12-173

POLICY STATEMENT

The Northeastern Catholic District School Board realizes its responsibility is to ensure quality Catholic education as it relates to the intellectual and spiritual development of all students. The Board believes that the Ontario curriculum promotes and indeed stipulates the necessity of providing a wide range of educational, religious, social and recreational activities. In considering the various grade levels, financial assistance for some but not all of the activities relating to academic programs is often required. As such, activities or projects initiated by school personnel and/or by parent groups may contribute additional funds. These fundraising programs must be planned in order to meet the financial obligations associated to school activities. All fundraising activities, whether for a school or for an approved organization, shall be related to charitable, humanitarian, Church sponsored campaigns, and/or to enhance school programs, activities, projects, or materials that are aligned with the Board's mission and Catholic values.

DEFINITIONS

Fundraising: A systematic collection of money or materials for the purpose of supporting board and school based projects/activities, Church sponsored activities or charitable organizations for which the Board does not budget. Charitable fundraising initiatives are planned to raise money or collect goods for local or global needs as identified by the Board or the school and adhere to the moral teachings of the Catholic Church.

School Community: Refers to students, parents, guardians, 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.

POLICY REGULATIONS

FUNDRAISING ACTIVITIES

1. All fundraising activities to be held within or outside the school must have received **prior** approval by the Superintendent of Education.
2. The development of the *School Annual Fundraising Plan* will be in consultation with the school council and other fundraising organizations. It must be approved by the Superintendent of Education and endorsed by the school council.

3. The Principal shall be directly responsible for all fundraising activities carried on in the name of the school as well as any other sponsored and/or endorsed activities within the school community.
4. Fundraising proceeds will not be used to replace public funding or to support items funded through provincial grants. Capital fundraising projects will not result in an increase in the student capacity of a school or in a significant increase in operating or capital costs.
5. The Principal shall ensure that the number of fundraising activities does not hinder normal school operations nor contravene the Board's philosophy and any related policy. Fundraising objectives must be clearly identified and understood by students, parents, school community and general public.
6. The Principal shall encourage direct parent participation in school fundraising activities.
7. The Principal shall ensure that student safety is not compromised and shall obtain from parents/guardians, in writing, a duly signed consent form authorizing their children to participate in out-of-school fundraising activities. Normally, the following parameters will be utilized:
 - 7.1 Students in Junior Kindergarten to grade 6 will not be requested to canvas door-to-door even if accompanied by an adult;
 - 7.2 Students in grades 7 to 12 (under the age of 18), with written parental authorization, may participate in out-of-school fundraising activities.
8. A fundraising campaign must encourage the general cooperation of all participants within the school community - students, parents and teachers.
9. Student or staff participation in fundraising is voluntary.
10. A fundraising activity will not result in any person, including school board staff or volunteers benefiting materially or financially from the activity.
11. Before holding a fundraising campaign, representatives from the school, Church or charitable organization shall be encouraged to educate the students and staff on the objectives and purposes of their activity. Funds may or may not directly benefit the school. Activities should have an educational benefit to students and staff, should be related back to the classroom learning, and we hope invited a prayerful response (i.e. Charitable Campaign, Church Sponsored Campaign).
12. Fundraising activities among schools, school councils, and the board should be coordinated where feasible.
13. The personal information of individuals involved must be respected and not shared for the purposes of fundraising without prior consent.

14. Principals are responsible for the management of funds and shall be responsible to develop and maintain an accounting system for all fundraising activities in their schools.
15. Principals must prepare an annual financial report of all monies collected through fundraising or otherwise. This report is to be shared with the school council and the Financial Services Department.
16. The Principal shall advise the Superintendent or Education and/or Director of Education of concerns arising from the operation of any fundraising activity whether school administered or parent administered.