

Title	FUNDRAISING ACTIVITIES AND DONATIONS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS	Procedure No.	1006a
Department	ORGANIZATIONAL SUPPORT SERVICES		
Reference(s)	Ministry Of Education's 2012 Fundraising Guideline Fundraising Projects For Schools Policy and Procedure Acceptance Of Donations, Gifts and Equipment Policy and Procedure Partnerships and Sponsorships Policy and Procedure Grant Coordination For Schools and Departments Policy and Procedure Approval Of Building and Site Operations By Non-Facility Staff Independent Procedure Student Awards, Scholarships, Bursaries and Loans Policy and Procedure Purchasing Policy and Procedure	Effective Date	2014 March 25

1.0 APPLICATION

- 1.1 This Procedure applies to fundraising activities of, and donations from, individuals, organizations, community groups and Thames Valley District School Board ("**TVDSB**") school groups, for specifically identified school projects, enhancements, equipment or programs ("**Projects**") benefitting TVDSB. For purposes of this Procedure, the term "**Group**" means:
- 1.1.1 a donor who wishes to donate funds or property to a Project, without undertaking any fundraising activities;
 - 1.1.2 a group, independent of TVDSB, who wishes to undertake fundraising activities for a Project; or
 - 1.1.3 a group (acting under the control and direction of the principal of the school in such a manner as to comply with the insurance coverage requirements of Ontario School Boards' Insurance Exchange), who wishes to undertake fundraising activities for a Project.

Administered By	ORGANIZATIONAL SUPPORT SERVICES
Amendment Date(s)	

- 1.2 In connection with section 1.1.3 above, no principal shall have any obligation to undertake control and direction of any fundraising activities. Should a principal be prepared to undertake the control and direction of fundraising activities, those arrangements will require the prior written approval of the applicable Superintendent of Student Achievement and TVDSB's Associate Director Learning Support Services. In certain circumstances in this Procedure, the term **"School Based Groups"** is used to describe Groups engaging in fundraising activities under the approved control and direction of a principal. If a school council is interested in undertaking fundraising activities and the principal of the school does not participate, the school council will not be a "School Based Group" under this Procedure. If the members of that school council still wish to undertake fundraising activities, they will be required to comply with this Procedure as a "Group" and will not be acting as a school council.
- 1.3 In circumstances where a Group wishes to donate to or undertake fundraising activities for a Project intended to provide for the basic needs of students (e.g. a breakfast program), the Principal of the school involved shall use all reasonable efforts to assist such Group in understanding and complying with this Procedure in order to help foster the success of such Project on an efficient and streamlined basis. On the advice and recommendation of the Superintendent of Student Achievement for the school in question, the Associate Director Learning Support Services may exempt a donor or Group from compliance with any of the requirements of this Procedure, in circumstances where the proposed Project provides for the basic needs of students and the Associate Director Learning Support Services otherwise determines that it would be in the best interests of students to provide such exemption.
- 1.4 This procedure does not apply to fundraising events or activities undertaken for the benefit of organizations other than TVDSB (e.g. United Way fundraising activities).
- 1.5 The establishment of awards, scholarships, bursaries and loan funds from the community to recognize student achievement, good citizenship qualities and to support student financial needs is addressed in TVDSB's policy and procedure entitled "Student Awards, Scholarships, Bursaries and Loans". TVDSB has recognized Thames Valley Education Foundation as the vehicle to administer all new student awards, scholarships, bursaries and loans.
- 1.6 This Procedure does not apply to Projects estimated to involve less than \$5,000.00.
- 1.7 This Procedure does not apply to the general annual fundraising activities of Home and School associations and School Councils, so long as such activities are not being undertaken and announced as being for purposes of a specifically identified Project.

2.0 ADMINISTRATIVE PROCEDURES AND MONETARY THRESHOLDS

- 2.1 TVDSB has developed different administrative processes for fundraising activities and donations for Projects, based on specified dollar thresholds, the nature of the Group involved and whether fundraising activities are involved. Those processes are summarized in the schematics attached as Appendices A, B, C, D, E, F, G, H and I to this Procedure. More specifically:
- 2.1.1 Appendix A summarizes the process for fundraising activities by Groups, other than School Based Groups, for Projects estimated to involve \$5,000.00 or more and up to \$49,999.00.
 - 2.1.2 Appendix B summarizes the process for fundraising activities by School Based Groups for Projects estimated to involve \$5,000.00 or more and up to \$49,999.00.
 - 2.1.3 Appendix C summarizes the process involved for donations made directly towards Projects estimated to involve \$5,000.00 or more and up to \$49,999.00 and which are not made in connection with or in the context of fundraising activities.
 - 2.1.4 Appendix D summarizes the process for fundraising activities by Groups, other than School Based Groups, for Projects estimated to involve \$50,000.00 or more and up to \$99,999.00.
 - 2.1.5 Appendix E summarizes the process for fundraising activities by School Based Groups for Projects estimated to involve \$50,000.00 or more and up to \$99,999.00.
 - 2.1.6 Appendix F summarizes the process involved for donations made directly towards Projects estimated to involve \$50,000.00 or more and up to \$99,999.00 and which are not made in connection with or in the context of fundraising activities.
 - 2.1.7 Appendix G summarizes the process for fundraising activities by Groups, other than School Based Groups, for Projects estimated to involve \$100,000.00 or more.
 - 2.1.8 Appendix H summarizes the process involved for fundraising activities by School Based Groups for Projects estimated to involve \$100,000.00 or more.
 - 2.1.9 Appendix I summarizes the process involved for donations made directly towards Projects estimated to involve \$100,000.00 or more and which are not made in connection with or in the context of fundraising activities.

- 2.2 Appendices A, B, C, D, E, F, G, H and I are incorporated by reference into this Procedure and all processes, requirements and approvals specified therein shall apply, regardless of whether same are addressed in the body of this Procedure.

3.0 THAMES VALLEY EDUCATION FOUNDATION

- 3.1 Appendices G and H to this Procedure contemplate the possible involvement of Thames Valley Education Foundation (“**TVEF**”), in the context of fundraising activities directed towards Projects estimated to involve costs of \$100,000.00 or more. To the extent TVEF is prepared to become involved with such fundraising activities, the Group or School Based Group, as applicable, will be required to comply with all applicable requirements, policies and procedures of TVEF, and to obtain all approvals required by TVEF, including all TVEF requirements, policies, procedures and approvals similar to those contemplated in this Procedure. The requirements of TVEF will be specified in the Project Agreement to be entered into with TVEF (and TVDSB in the case of non-School Based Groups), as contemplated in Appendices G and H, as applicable. In certain cases, the requirements of TVEF may replace or supersede the requirements of TVDSB, however, the Project Agreement shall clarify those cases. TVEF is an autonomous organization and any decision by it to be involved with any fundraising activities or Project lies entirely with TVEF, in its discretion.

4.0 APPLICATION OF TVDSB POLICIES AND PROCEDURES; AUTHORITY OF TVDSB

- 4.1 All proposed and actual fundraising activities and donations directed towards Projects, shall be subject to the terms and requirements of: this Procedure; all other applicable TVDSB policies and procedures; and, such administrative determinations and requirements as may be made by TVDSB, from time to time and as contemplated by this Procedure. Groups shall be responsible for ensuring that their respective personnel, officers, directors, agents and volunteers (together, “**Representatives**”), adhere to and abide by the terms of this Procedure.
- 4.2 While TVDSB is grateful for the good intentions of all Groups, due to the regulatory imperatives of boards of education, as well as TVDSB’s own mission and values:
- 4.2.1 TVDSB will have complete discretion over any decision to accept any donation or to sanction any particular fundraising activities;
 - 4.2.2 TVDSB will have complete discretion over any decision to proceed with any proposed Project, as well as discretion over all aspects thereof;
 - 4.2.3 TVDSB will have complete discretion over any decisions regarding donor and contributor recognition;

- 4.2.4 any funds or property provided to TVDSB becomes the property of TVDSB;
 - 4.2.5 TVDSB shall have complete discretion and control over the manner in which any Project is completed, including, if applicable, the ultimate design, specifications and schedule for completion;
 - 4.2.6 TVDSB shall have complete discretion and control over the use of any Project;
 - 4.2.7 all of TVDSB's policies and procedures, including its purchasing policies, must be followed in connection with the completion of Projects, as applicable; and
 - 4.2.8 to the extent that insufficient funds are generated for a particular Project, within such time frame as may be specified by TVDSB, the funds that are generated will be used for the general purposes of the school for which the funds were generated, as approved in the manner contemplated in Appendices A, B, D, E, G or H, as applicable
- 4.3 As contemplated in Appendices A through I, inclusive, Groups wishing to undertake fundraising activities or to donate to a Project are required to prepare and submit a proposal (a "**Proposal**") in the form attached as Appendix J to this Procedure (and which forms part of this Procedure). In considering whether to entertain any Proposal, TVDSB shall consider, among other things:
- 4.3.1 consistency of the proposed Project with TVDSB's needs, requirements, programs, mission and values;
 - 4.3.2 the overall benefit of the Project to students' educational experience;
 - 4.3.3 the proposed location of the proposed Project in the context of the school property and any repercussions;
 - 4.3.4 safety, security and maintenance issues and requirements; and
 - 4.3.5 TVDSB standards generally.
- 4.4 If a Project is intended to be completed in stages, the Proposal must set out the proposed time parameters, fundraising activities and financial aspects for each stage. Each stage must be independent of the next and leave the facility fully operational at the completion of each stage.
- 4.5 TVDSB shall have absolute discretion in deciding to work with, sanction the efforts of, or accept donations or contributions from, any Group. In exercising such discretion, TVDSB will consider, among other things, the reputation, nature, structure and capabilities of the Group.

5.0 MINISTRY OF EDUCATION FUNDRAISING GUIDELINE

- 5.1 The Ministry of Education has issued its 2012 Fundraising Guideline (the “**Guideline**”), which is applicable to all donations and fundraising activities contemplated herein. Groups should know that the Guideline provides, among other things, that funds raised for school purposes:

5.1.1 should not be used to replace public funding for education; and

5.1.2 should not be used to support items funded through provincial grants, such as classroom learning materials, textbooks and repairs or for capital projects that significantly increase operating costs.

6.0 APPROVAL OF FUNDRAISING ACTIVITIES

- 6.1 Specific identified school project fundraising activity to be undertaken by a Group must be approved by the Superintendent of Student Achievement for the school in question. Groups are required to submit to the Superintendent of Student Achievement for the school in question, a detailed proposal for each proposed fundraising activity not less than one (1) month prior to the date on which the proposed activity is to commence or occur. Such proposal shall include: a comprehensive description of the proposed activity; details with respect to the staffing of the activity; particulars with respect to the insurance obtained in respect of the activity by the Group; details of all applicable regulatory issues impacting the proposed activity, including, any required licenses or permits; and, a proposed budget for the activity detailing anticipated revenues and expenses. Groups shall not proceed with any particular fundraising activity, unless it has received the written approval from TVDSB. A template for fundraising activities is attached as Appendix K to the Procedure.

- 6.2 Without in any way limiting TVDSB’s discretion to approve or disallow any particular fundraising activity, Groups should understand that:

6.2.1 door to door canvassing by elementary students is not permitted. Secondary student canvassing is to occur during daylight hours and will require a minimum of two (2) students of the school in question to canvas together;

6.2.2 written consents of parents/guardians must be obtained for all students participating in fundraising activities outside of the school. The form of any such consents, as well as a description of the proposed process for obtaining such consents, shall be provided to TVDSB, along with the applicable fundraising activity proposal referred to above. Such consents shall not be used until approved for use, in writing, by TVDSB;

6.2.3 products to be sold in connection with any fundraising activity may not be sent home with students without prior written parental consent;

- 6.2.4 all fundraising activities must be consistent with the mission and values of TVDSB, as well as the image TVDSB wishes to portray. Without in any way limiting the foregoing, no activities involving firearms (including paintball), tobacco or sexual content will be permitted;
 - 6.2.5 products to be sold in connection with any fundraising activity shall: be of good quality; provided by reputable companies; in keeping with community standards of propriety; and, reflective of and consistent with TVDSB's values;
 - 6.2.6 no incentive or reward program may be undertaken in connection with any fundraising activity, unless approved by the Superintendent of Student Achievement of the School in question. The payment of finder's fees, commissions and other payments based on either the number or value of donations or contributions received is not permitted;
 - 6.2.7 telephone and electronic solicitations for the sole purpose of soliciting donations or contributions will not be permitted;
 - 6.2.8 TVDSB will not provide any Group with information with respect to potential donors or contributors;
 - 6.2.9 no fundraising activity can be for the benefit of any organization other than TVDSB (or TVEF in circumstances where it is involved); and
 - 6.2.10 no fundraising activity involving gambling (which involves the distribution of cash to participants) or the consumption of alcohol can be undertaken in circumstances where any TVDSB students would be in attendance.
- 6.3 TVDSB shall have the right, in its absolute discretion, to disallow any proposed fundraising activity. In considering a proposed fundraising activity, consideration shall be given, among other things, to the following:
- 6.3.1 student and community safety;
 - 6.3.2 the image, mission and values of TVDSB;
 - 6.3.3 general risk and liability issues;
 - 6.3.4 timing and frequency of proposed fundraising activities;
 - 6.3.5 involvement of school facilities;
 - 6.3.6 sensitivity to local business and community issues; and
 - 6.3.7 impact on students and staff.

- 6.4 TVDSB shall not have any obligation to provide any staff or volunteers for fundraising activities.
- 6.5 Should any fundraising activity contemplate the use of any TVDSB facility, the Group wishing to use same will be required to obtain a Community Use Permit for such use in the usual fashion and pursuant to TVDSB's Community Use of Buildings, Facilities and Equipment (Rental and Lease Agreements) Policy and Procedure.
- 7.0 REGULATORY COMPLIANCE, INSURANCE AND FUNDRAISING AND ACCOUNTABILITY STANDARDS**
- 7.1 Groups are responsible for ensuring that all of their activities, including fundraising activities, are undertaken in accordance with all applicable laws, regulations, by-laws and other regulatory requirements of all levels of government. Groups are responsible for obtaining all necessary or advisable permits, licences and insurance (including, without limitation, completing all necessary applications therefore), for their activities, including, fundraising activities. Unless a Group is a School Based Group, such permits, licences and insurance must be issued in the name of the Group and under no circumstances should same be obtained or issued in the name of TVDSB.
- 7.2 Should TVDSB be prepared to approve a particular fundraising activity, it reserves the right to dictate the requirements of any insurance to be obtained by the Group, including, without limitation, the types of insurance, the levels of coverage and the requirement to name TVDSB as an additional insured. In certain circumstances, the fundraising activities of a School Based Group may be covered by insurance carried by TVDSB; however, as part of the approval process for any fundraising activity, the Principal and the Superintendent of Student Achievement will be required to confirm the acceptability of all insurance arrangements relating to the proposed fundraising activities of such School Based Group.
- 7.3 Groups shall be required to submit copies of any permit, licence and evidence of insurance they obtain in respect of any fundraising activity to the Principal and the Superintendent of Student Achievement, not less than two (2) weeks prior to the commencement of the fundraising activity for which it is obtained. To the extent that the Principal and the Superintendent of Student Achievement are not satisfied with such permit, licence or evidence of insurance, TVDSB shall have the authority to restrict the proposed fundraising activity.
- 7.4 Groups shall be responsible for paying all amounts associated with obtaining any permits, licences or insurance referred to above.
- 7.5 Other than in circumstances where TVDSB's existing insurance covers the fundraising activities of a School Based Group, TVDSB will not obtain insurance

in respect of any fundraising activity and it must be understood that TVDSB's insurance will not cover a Group's fundraising activities.

- 7.6 Groups should understand that lottery type activities (including, without limitation, "break opens", "Nevadas" and "pull tabs"), are subject to particularly stringent regulatory requirements, including the requirements of the Alcohol and Gaming Commission of Ontario ("**AGCO**") and, in some cases, municipal regulations. If approved, a Group permitted to undertake a lottery type activity shall be solely responsible for complying with all of the aforementioned requirements. While TVDSB may not necessarily approve a lottery type fundraising activity, information on conducting and managing same can be found in the "Lottery Licencing Policy Manual" published by AGCO on its website under the section "Charitable Gaming Lottery Licencing".
- 7.7 Without in any way limiting the provisions of this Procedure, all Groups permitted to undertake fundraising activities shall adopt and follow the following standards, which have been adapted from certain fundraising and financial accountability guidelines published by national philanthropic organizations:
- 7.7.1 A Group shall demonstrate the transparency and accountability through accurate and accessible disclosure of information.
- 7.7.2 A Group and its Representatives shall disclose, upon request, the capacity of any person purporting to be acting on behalf of the Group.
- 7.7.3 A Group shall not make claims that are misleading.
- 7.7.4 A Group shall encourage donors and contributors to seek independent advice if the Group has any reason to believe that donor's or contributor's donations or contributions might significantly affect the donor's or contributor's financial position.
- 7.7.5 A Group shall honour all donor's and contributor's requests to remain anonymous.
- 7.7.6 The privacy of donors and contributors shall be respected. Donor and contributor records that are maintained by a Group shall be kept confidential to the greatest extent possible and the Group shall not otherwise trade or share its fundraising lists with other organizations (other than TVDSB). Donors and contributors shall have the right to see their own donor and contributor record, and to challenge the accuracy thereof.
- 7.7.7 Solicitations by or on behalf of a Group shall treat donors and contributors, and prospective donors and contributors, with respect. Every effort shall be made to honour donor and contributor requests to:
- a. limit the frequency of solicitations;

- b. not be solicited by telephone or other technology;
 - c. receive printed materials concerning the Group and its activities (which materials must be approved by TVDSB); and
 - d. discontinue solicitations where it is indicated that they are unwanted or a nuisance.
- 7.7.8 A Group shall respond promptly to any complaint by a donor or contributor, or a prospective donor or contributor, concerning the activities of the Group and shall provide particulars of any such complaints to the Principal and the Superintendent of Student Achievement.
- 7.7.9 A Group and its Representatives shall not accept donations or contributions for purposes that are inconsistent with the applicable Project.
- 7.7.10 To the extent that a Group's fundraising activities involve the sale of any products, clear disclosure should be provided to any buyers thereof of the net proceeds to be contributed towards the applicable Project.
- 7.7.11 A Group shall accurately and in all circumstances disclose all costs associated with its fundraising activities.
- 7.7.12 A Group shall regularly review the cost effectiveness of its undertakings and activities, and shall provide regular reports in respect thereof to the Principal and the Superintendent of Student Achievement.

8.0 THIRD PARTY AGREEMENTS

- 8.1 Groups may not enter into any written or oral agreements which purport to bind or could be reasonably inferred to bind TVDSB. Any agreement which relates to a Group's undertakings or activities and which purports to bind TVDSB: must be in writing; must be approved by TVDSB's Associate Director Learning Support Services; and, must be executed in accordance with applicable TVDSB requirements. TVDSB reserves the right to decline to enter into any agreement which a Group submits for approval.
- 8.2 Except for the principal of the school in question in specific circumstances involving School Based Groups which have been approved in writing by TVDSB's Associate Director Learning Support Services, in no case may a Group or its Representatives attempt to act as, or purport to act as, agents or representatives of TVDSB. Except for the principal of the school in question in specific circumstances involving School Based Groups which have been approved in writing by TVDSB's Associate Director Learning Support Services, all persons must understand that neither a Group nor its Representatives have any official capacity with TVDSB.

9.0 EVENT MATERIALS APPROVALS

- 9.1 All marketing and advertising materials ("**Event Materials**"), such as letters, flyers, posters, videos, etc., as well as all publicity plans, for all fundraising activities must be approved for use by the applicable Superintendent of Student Achievement, prior to use, regardless of whether such materials make reference to TVDSB or one of its schools.
- 9.2 Except for specific circumstances involving School Based Groups which have been approved in writing by TVDSB's Associate Director Learning Support Services:
 - 9.2.1 communications by a Group and its Representatives, as well as all Event Materials will be required to reflect that TVDSB is only the beneficiary of the Group's fundraising activities;
 - 9.2.2 TVDSB cannot appear to be in partnership with a Group or its Representatives (other than a School Based Group);
 - 9.2.3 a Group shall ensure that none of its Representatives represent or hold themselves out as having any authority to act on behalf of TVDSB; and
 - 9.2.4 Groups should not provide any information regarding the Board, without the express written approval of the respective party.
- 9.3 TVDSB cannot appear to be in partnership with any Group's donors or contributors.
- 9.4 TVDSB may refuse involvement in, and the use of its name and logo in connection with, any fundraising activity that does not, or the Event Materials for which do not, meet with its approval (as provided, in writing by TVDSB's Associate Director Learning Support Services), and may relinquish support of any fundraising activity that does not comply with the policies, procedures, criteria and guidelines of TVDSB, from time to time, and may do so without liability or obligation. In such circumstances, the Group shall ensure that the fundraising activity for which support has been withdrawn does not proceed.
- 9.5 TVDSB's and its schools' logos are the sole property of TVDSB and may only be used with the express written permission of TVDSB (as provided, in writing by TVDSB's Associate Director Learning Support Services). Usage is limited to the specific Event Materials TVDSB has approved.
- 9.6 If TVDSB will not receive all of the proceeds from a fundraising activity, due to the costs of the fundraising activity, that fact must be clearly stated on/in all Event Materials. In circumstances where the exact percentage of the benefit to be received by TVDSB will not be known until after the fundraising activity in question, all Event Materials for that fundraising activity must include wording to the effect that charitable receipts will be issued for a portion of the contributions.

The exact wording will vary depending on the particular fundraising activity and TVDSB's Business Services Department will need to be involved in reviewing any such wording.

- 9.7 Notwithstanding any other provision this Procedure, any Event Materials for a fundraising activity which involves the consumption of alcohol must include, in clearly visible text, an acceptable version of the following: "Thames Valley District School Board asks that you please drink responsibly".
- 9.8 All Event Materials must comply with all applicable TVDSB policies, procedures, guidelines and directives, as may be established from time to time.

10.0 DONOR/CONTRIBUTOR RECOGNITION COMMITMENTS

- 10.1 No commitments with respect to donor or contributor acknowledgments or recognitions may be approved by a Group. All such acknowledgments or recognitions are subject to the express written approval of TVDSB's Associate Director Learning Support Services. TVDSB's Associate Director Learning Support Services will evaluate the potential for donor or contributor acknowledgments or recognitions and may make such determinations in respect thereof as they may, in their absolute discretion, make. In making such determinations, TVDSB's Associate Director Learning Support Services shall consider, among other things, consistency with their respective mission, vision and values.

11.0 FUNDS MANAGEMENT REQUIREMENTS FOR GROUPS

- 11.1 Groups shall comply with Appendix L hereto, entitled "Funds Management Requirements for Groups" (and which forms part of this Procedure). Appendix L shall not apply to home and school associations who are members in good standing with the Ontario Federation of Home and School Associations ("OFHSA"); provided that, a home and school association involved in fundraising activities shall, upon request, provide TVDSB with evidence of such Home and School association being a member in good standing with OFHSA.

12.0 CHARITABLE RECEIPTS

- 12.1 TVDSB is mindful of its status as a charitable organization. Groups must understand and accept that in order to maintain its status as a charitable organization, TVDSB must comply with all applicable regulatory requirements, including, without limitation, any applicable guidelines or directives issued by Canada Revenue Agency ("CRA"). Without limiting the foregoing, CRA has published "Fundraising by Registered Charities-Guidance" (Reference No. CPS-028, effective June 11, 2009) and "Additional Information on Guidance CPS-028, Fundraising by Registered Charities", which provide clarification and guidance fundraising by registered charities. TVDSB will be mindful of these materials, among others, in its various deliberations under this Procedure. TVDSB shall be

entitled to satisfy itself that no fundraising activities, nor any donations or contributions, might cause TVDSB to be in breach of any CRA requirements and TVDSB shall have authority to disallow any activity, donation, contribution or arrangement as it may determine based on any related concerns.

- 12.2 Each Group must understand and accept that it has no authority to represent or otherwise promise that charitable receipts will be issued in respect of any donations or contributions, unless TVDSB's Business Services Department has reviewed and approved the specific circumstances in which any such representation may be made. Issuing improper charitable donation tax receipts can put TVDSB's charitable status in jeopardy.
- 12.3 TVDSB will issue charitable receipts in accordance with its policies, procedures and practices, as well as applicable regulatory requirements.
- 12.4 Any charitable receipts which TVDSB may be prepared to issue will be required to take into account any benefit received by the donor or contributor in connection with the funds advanced by them and that the amount of any such benefit will be deducted when issuing a charitable receipt (e.g. event ticket sale).
- 12.5 Charitable receipts for gifts in-kind will only be issued in accordance with applicable CRA rules and guidelines.
- 12.6 TVDSB will not issue charitable receipts in connection with sponsorships or the acquisition of auction items.
- 12.7 To the extent that TVEF becomes involved in fundraising activities, TVEF's policies, procedures, requirements and determination with respect to charitable receipts will apply and will be specified in the Project Agreement to be entered into between the Group, TVDSB and TVEF.

13.0 GENERAL REPORTING

- 13.1 In addition to providing TVDSB with the reports and other materials contemplated elsewhere in this Procedure, Groups shall:
 - 13.1.1 provide TVDSB with such periodic reports with respect to the Group's fundraising activities as TVDSB may require from time to time; and,
 - 13.1.2 provide TVDSB with reasonable notice of any proposed cancellation of any fundraising activity and cooperate with TVDSB in the communication of such cancellation to the broader community and any other parties who might have been involved or participated therein.

14.0 INDEMNITY AND INSURANCE

- 14.1 Subject to the approvals and other requirements contemplated in this Procedure, a Group is solely responsible for the planning, promotion and management of its fundraising activities.
- 14.2 Other than in respect of the fundraising activities of a School Based Group (and then only as is otherwise determined at law), neither TVDSB nor its trustees, directors, officers, or employees shall be responsible for any injury, loss or damage sustained by a Group, its Representatives, any donor, contributor or any participant in any fundraising activity or efforts.
- 14.3 Groups undertaking fundraising activities (other than School Based Groups), will be required to indemnify and save harmless TVDSB and its trustees, directors, officers and employees (together, the “**Indemnitees**”), against and in respect of any loss, damage, claim, action, suit, proceeding, deficiency or expense (together and individually, a “**Claim**”), including any and all out of pocket costs and expenses, including, without limitation, all reasonable legal and accounting fees relating to, arising from or in connection with: (i) any acts of that Group or its Representatives or any fundraising activity, including, without limitation, in respect of any loss or damage suffered by a person participating in or contributing to any fundraising activity; and (ii) that Group’s or its Representative(s) breaching or failing to comply with any of the terms, conditions or requirements of this Procedure or any agreement or letter of understanding it may have with TVDSB.
- 14.4 A Group (other than a School Based Group) undertaking fundraising activities for a Project having an estimated cost of \$50,000.00 or more, shall, until such time as the applicable Project is completed and for a period of six (6) months thereafter, take out and maintain in full force and effect general liability insurance written on a comprehensive basis with coverage for any occurrence or Claim of not less than \$2,000,000.00. All such insurance shall be with insurers and shall be on such terms and conditions as TVDBS may reasonably require. Such insurance shall be required to name TVDSB as and additional insured. TVDSB shall be entitled to request, from time to time, evidence that such insurance has been obtained and is being maintained.

15.0 PUBLICITY

TVDSB shall be permitted, but not required, to include and/or feature a Group’s fundraising activities in TVDSB publications and on TVDSB websites.

16.0 PRIVACY

In undertaking fundraising activities, a Group shall ensure compliance with all applicable privacy laws and shall do so in a manner which enables it to comply with all of the Group’s reporting obligations contemplated in this Procedure.

17.0 TVDSB DISCRETION IN RESPECT OF PROJECTS

- 17.1 TVDSB shall have complete discretion over the manner of the completion of any Project, including, without limitation, the ultimate design, specifications, parameters and/or construction of any Project, as well as the materials to be used in connection therewith, as applicable. A Group and its Representatives shall not make any representations and warranties to any parties as to the ultimate outcome of a Project. No promises shall be made to any person to the effect that such person shall be entitled to have use of any aspect of any Project. To the extent that a Group is not successful in meeting its fundraising goals, the funds actually raised will be used for the general purposes of the school in question, in the discretion of TVDSB.
- 17.2 While TVDSB is grateful for Groups' interests in supporting Projects, TVDSB must maintain its autonomy in respect of its operations, including, without limitation, TVDSB's autonomy over its physical assets. In this regard, the acceptance of any funds or donations by TVDSB shall not create any obligation to continue to operate any school or any part thereof for any period of time.

APPENDIX A

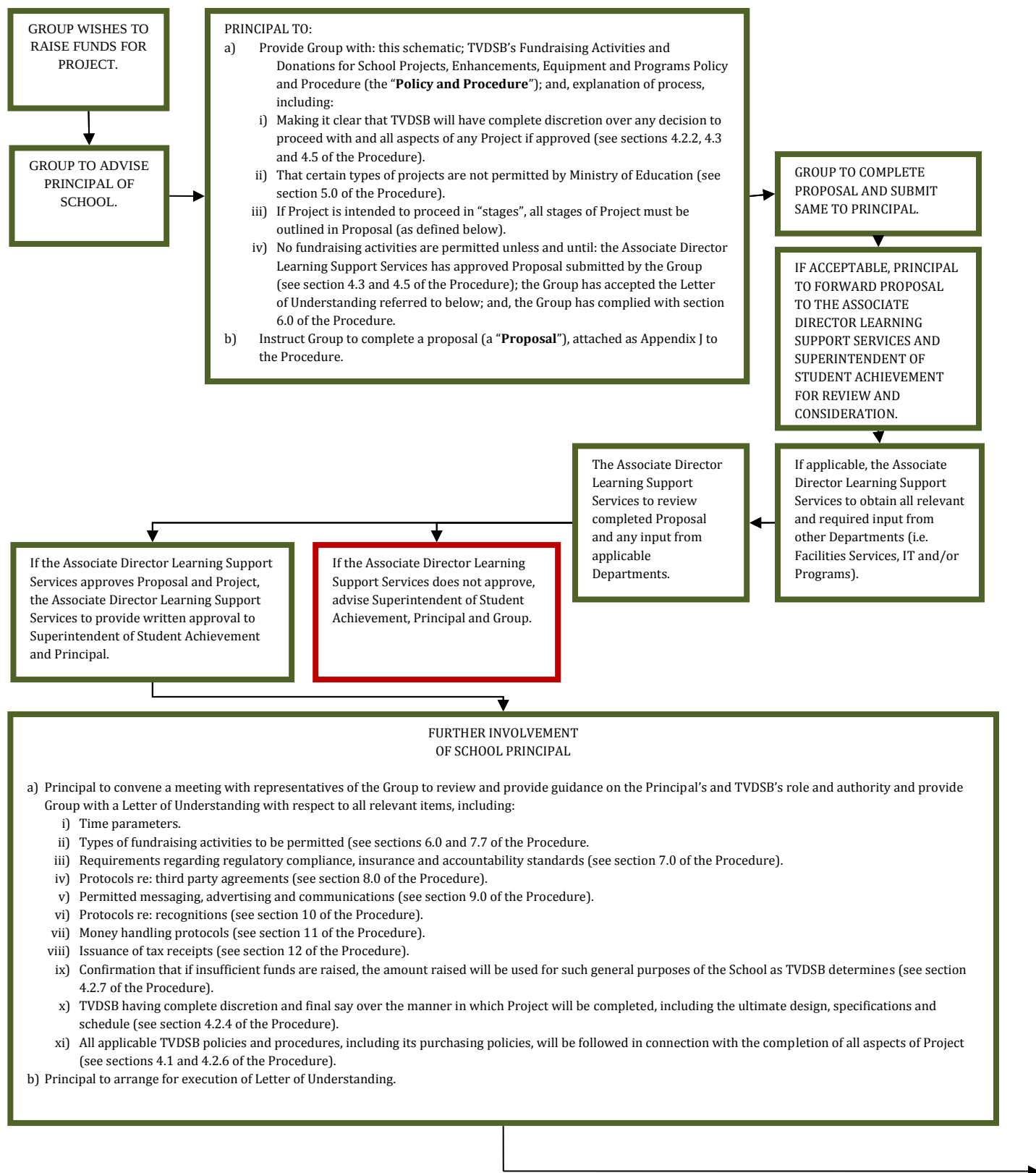
THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROCESS FOR FUNDRAISING ACTIVITIES BY GROUPS (OTHER THAN SCHOOL BASED GROUPS)

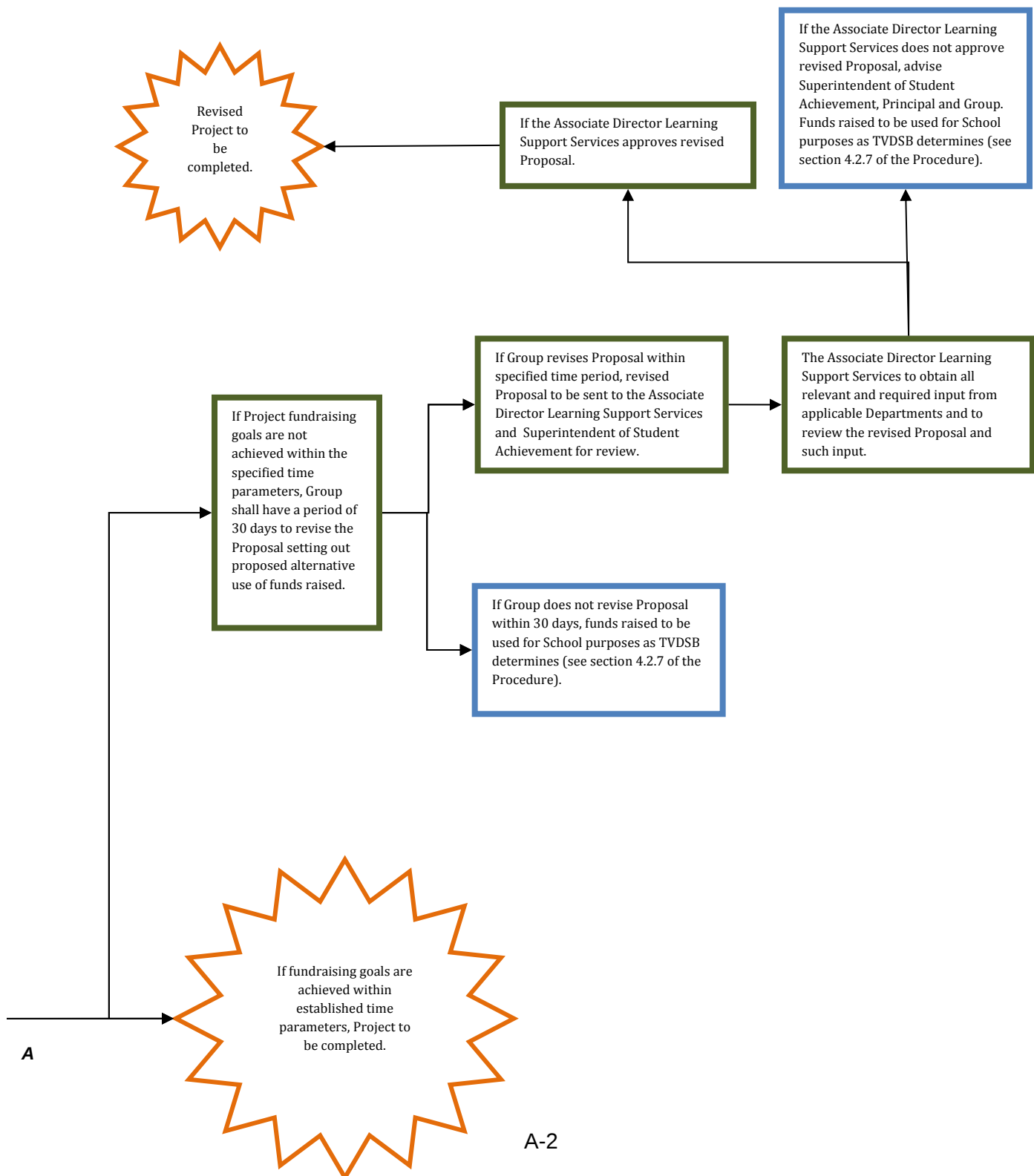
FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS

("PROJECT")

ESTIMATED TO INVOLVE \$5,000.00 OR MORE AND UP TO \$49,999.00



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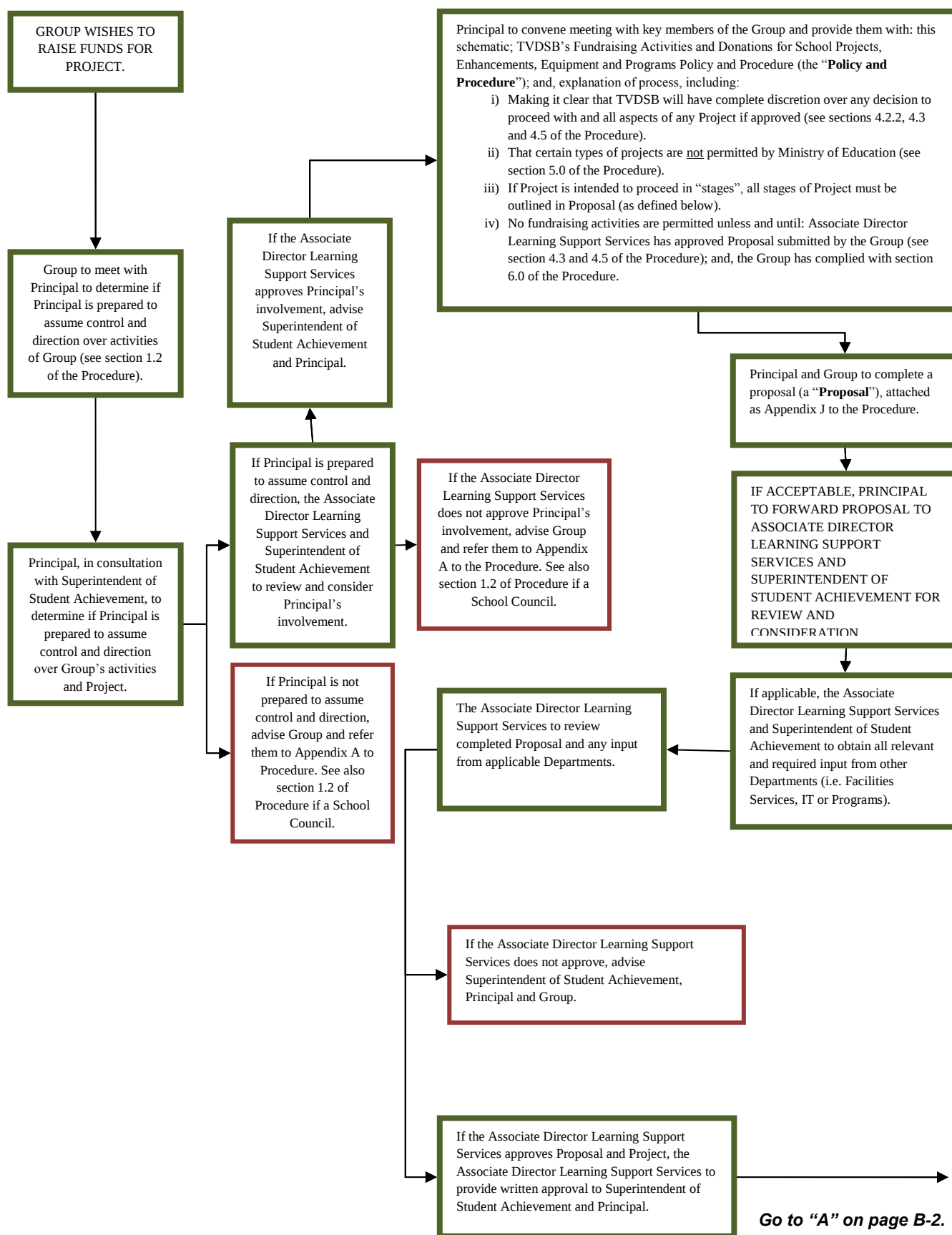


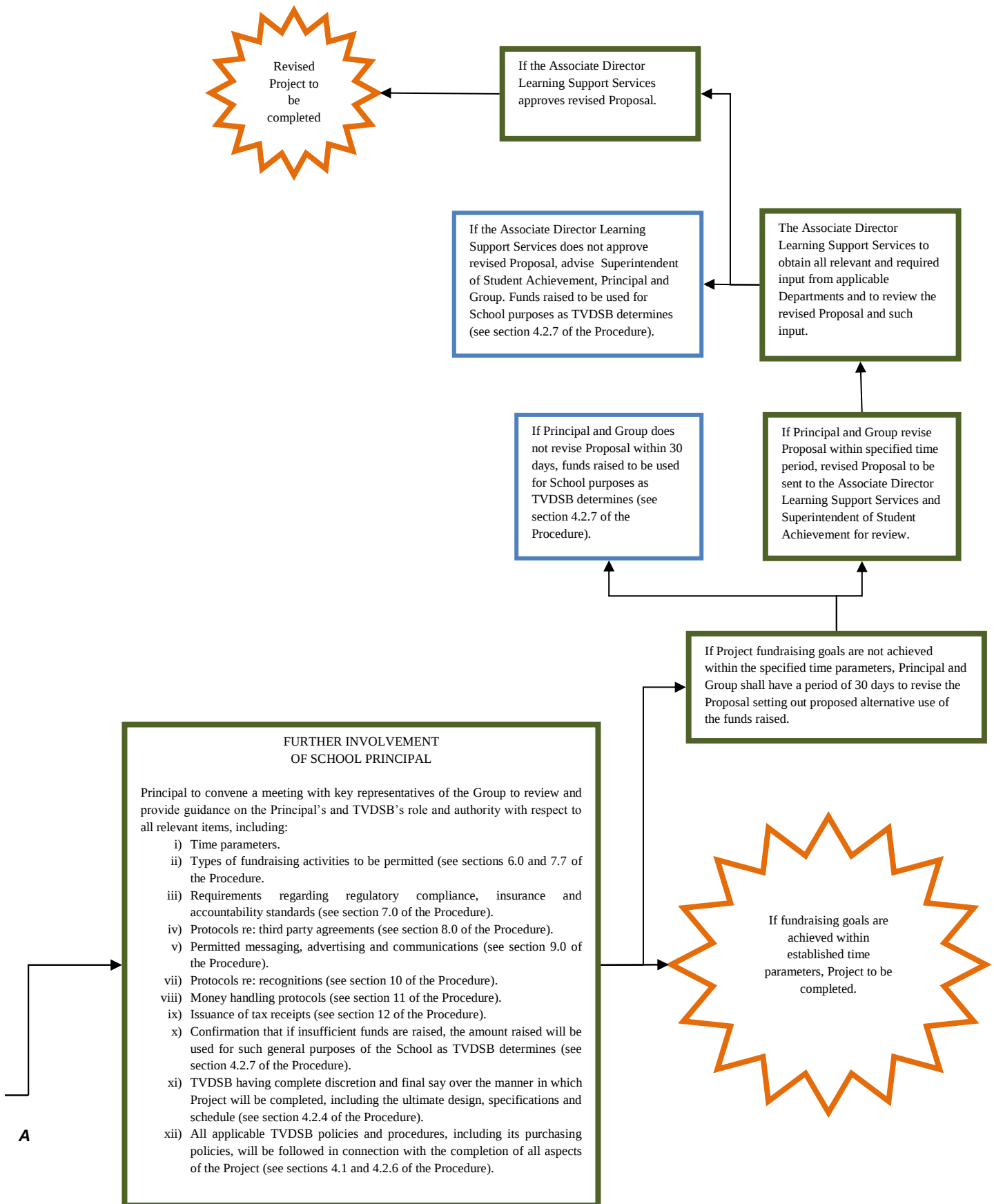
APPENDIX B

THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROCESS FOR FUNDRAISING ACTIVITIES BY SCHOOL BASED GROUPS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT")

ESTIMATED TO INVOLVE \$5,000.00 OR MORE AND UP TO \$49,999.00





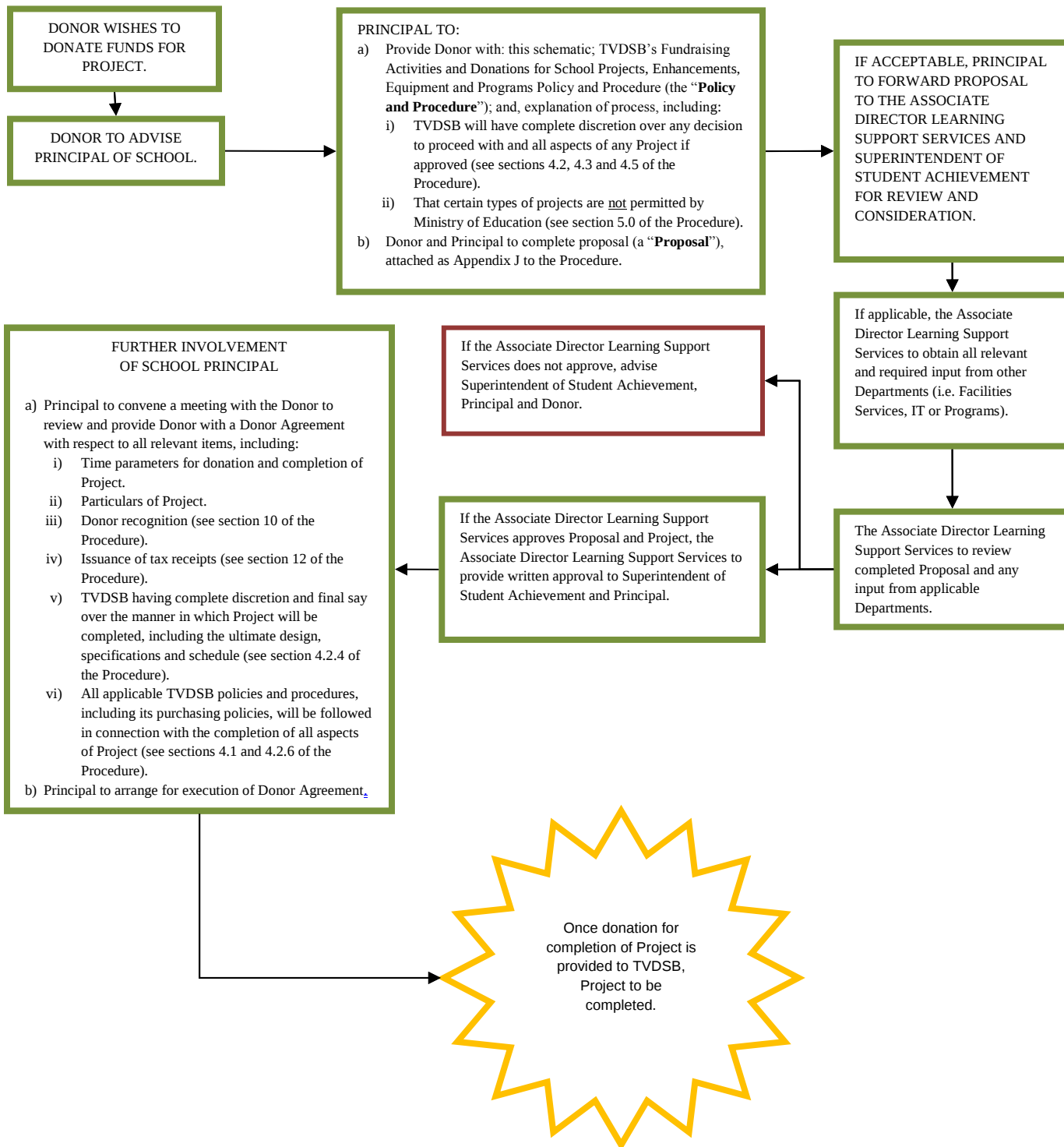
APPENDIX C

THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROCESS FOR DONATIONS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS

("PROJECT")

**ESTIMATED TO INVOLVE \$5,000.00 OR MORE AND UP TO \$49,999.00 AND
WHICH ARE NOT MADE IN CONNECTION WITH OR IN THE CONTEXT OF
FUNDRAISING ACTIVITIE**



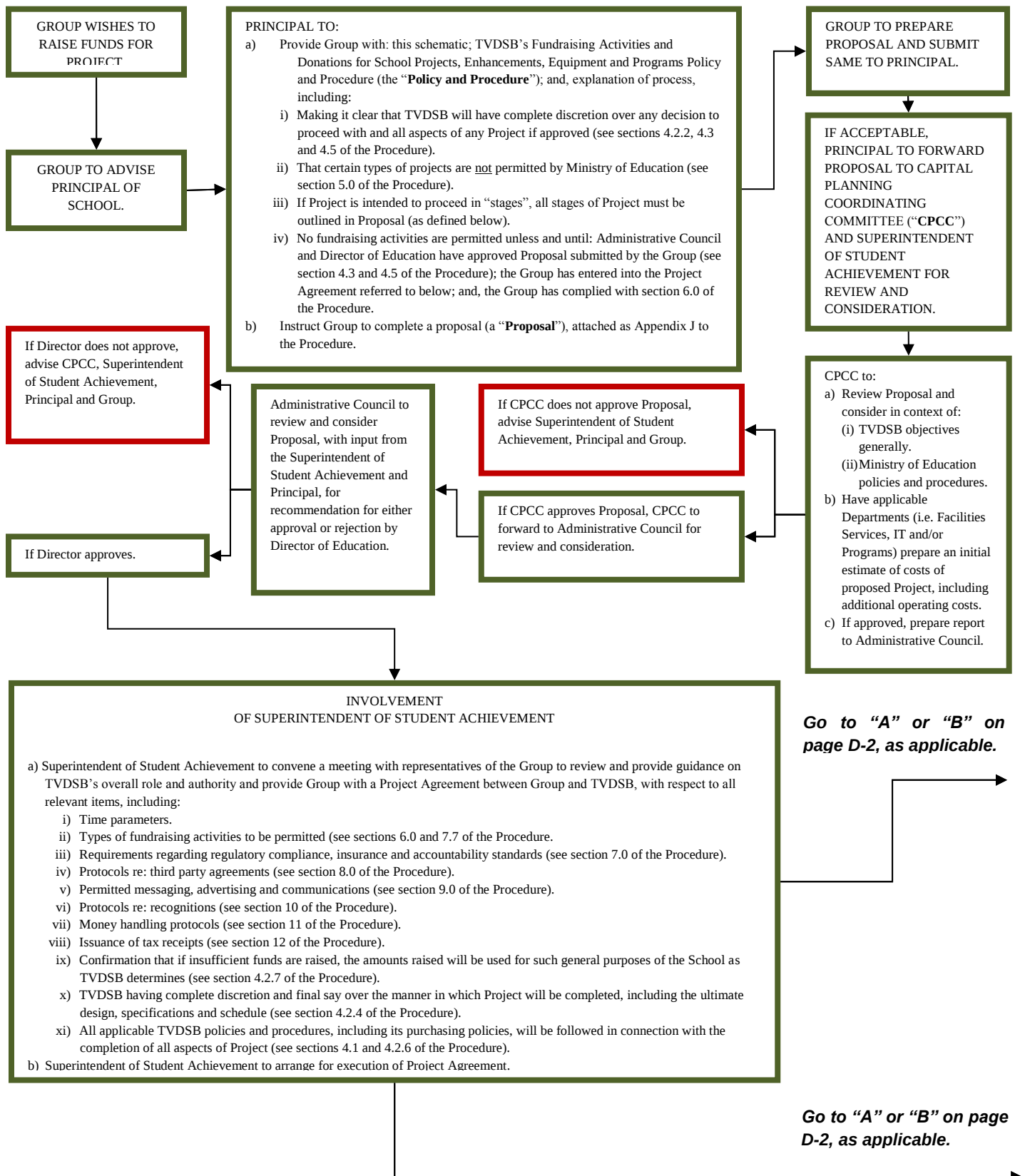
APPENDIX D

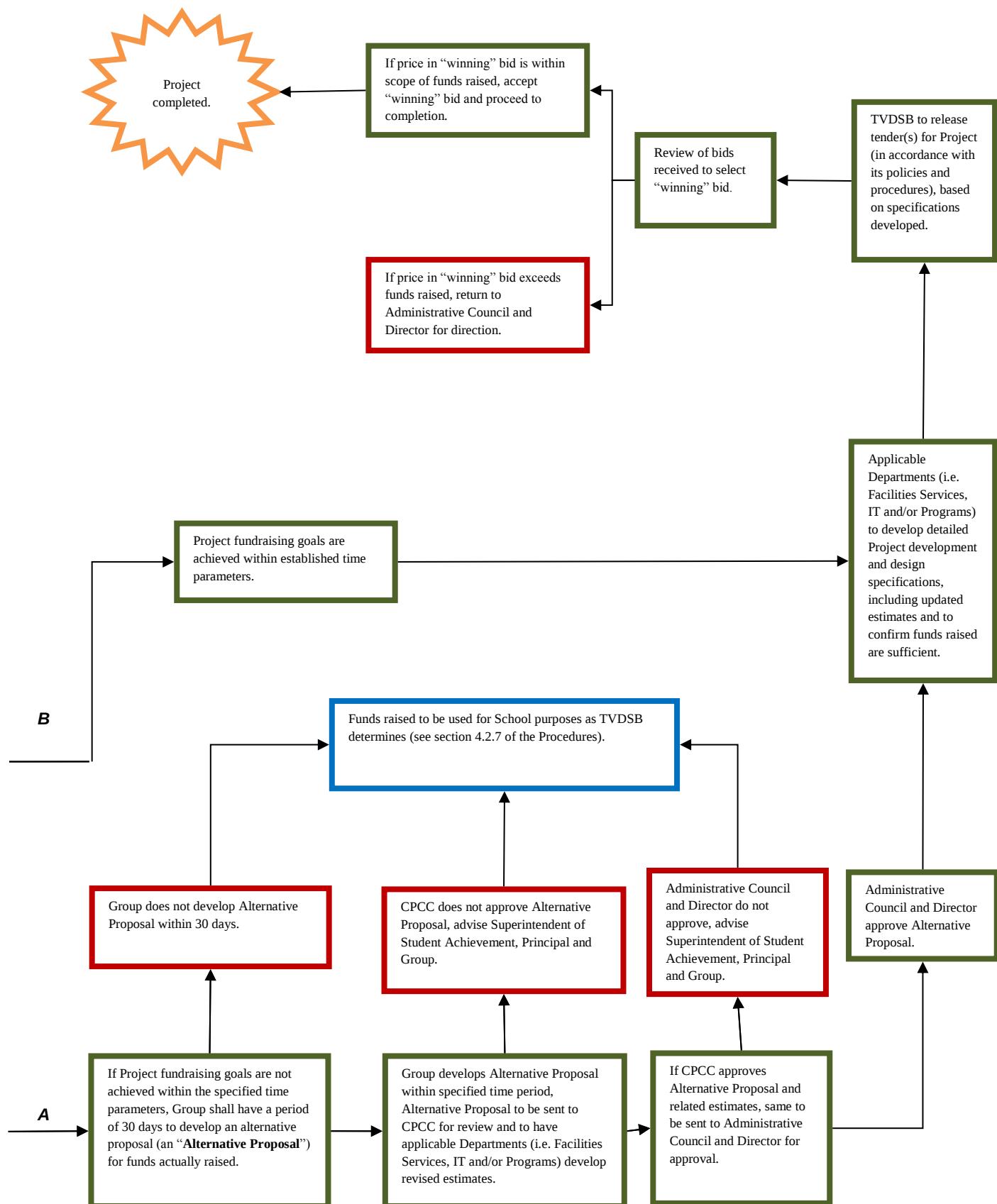
THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROCESS FOR FUNDRAISING ACTIVITIES BY GROUPS (OTHER THAN SCHOOL BASED GROUPS)

FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT")

ESTIMATED TO INVOLVE \$50,000.00 OR MORE AND UP TO \$99,999.00



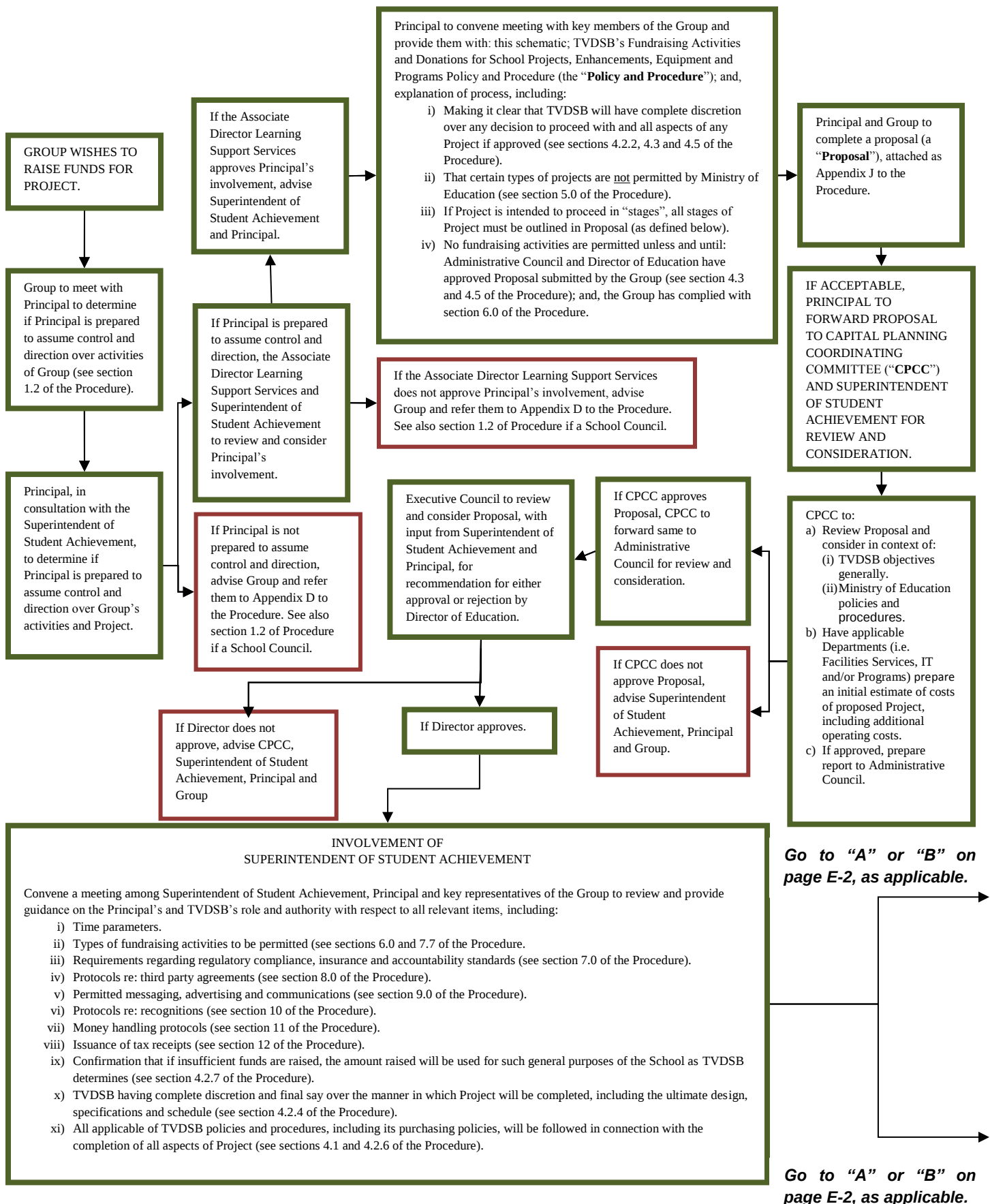


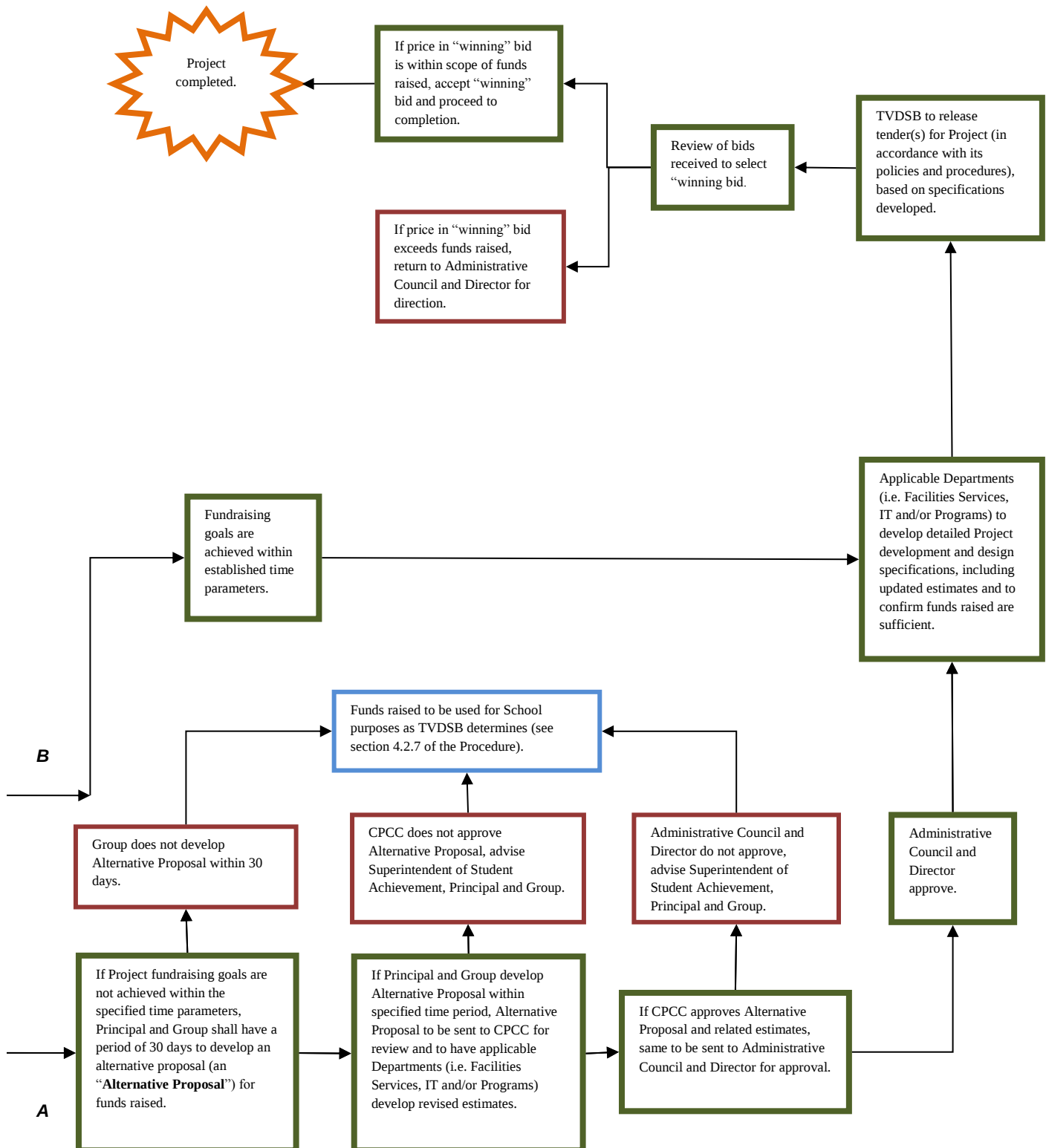
APPENDIX E

THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROCESS FOR FUNDRAISING ACTIVITIES BY SCHOOL BASED GROUPS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT")

ESTIMATED TO INVOLVE \$50,000.00 OR MORE AND UP TO \$99,999.00



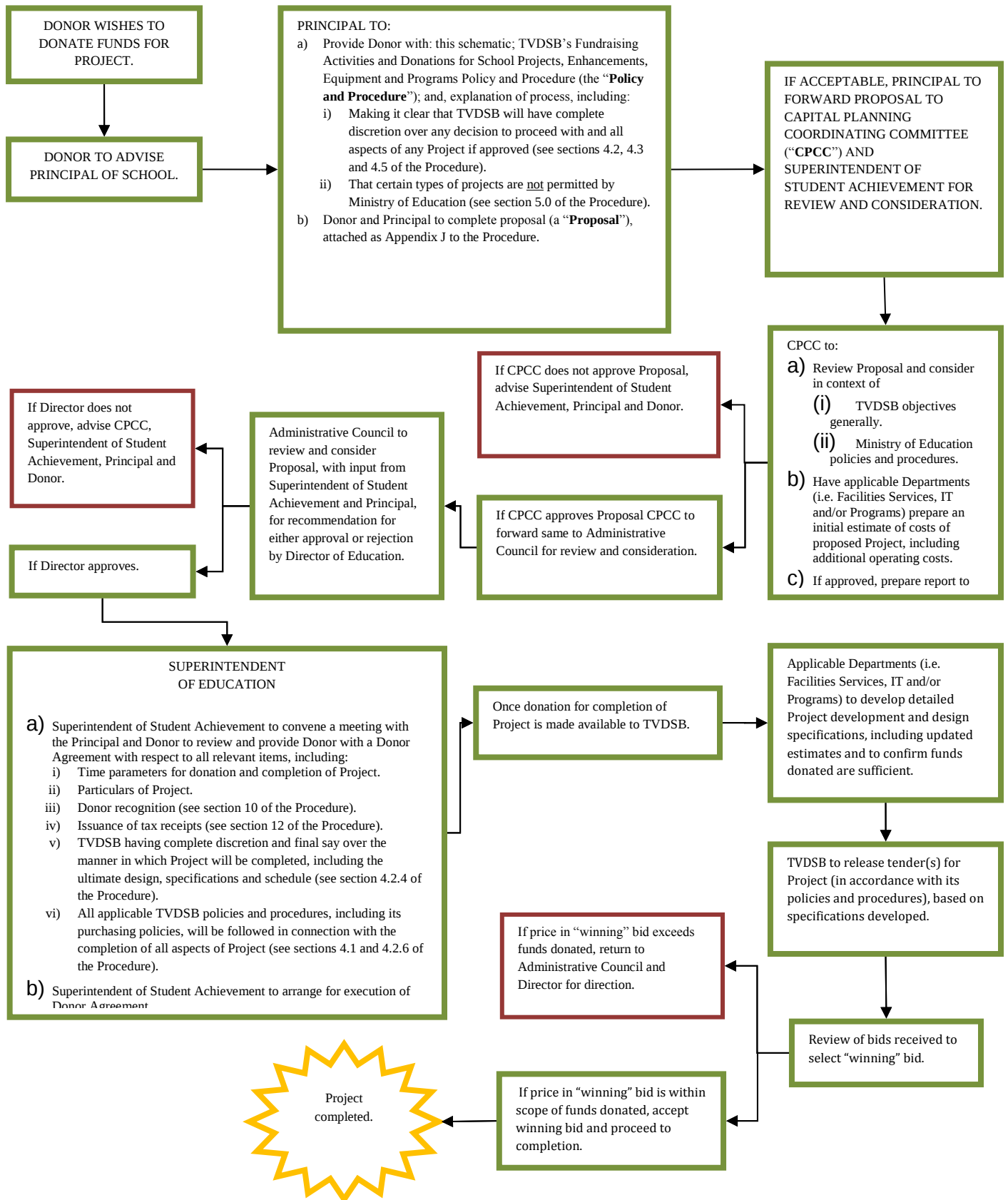


APPENDIX F

THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROCESS FOR DONATIONS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT")

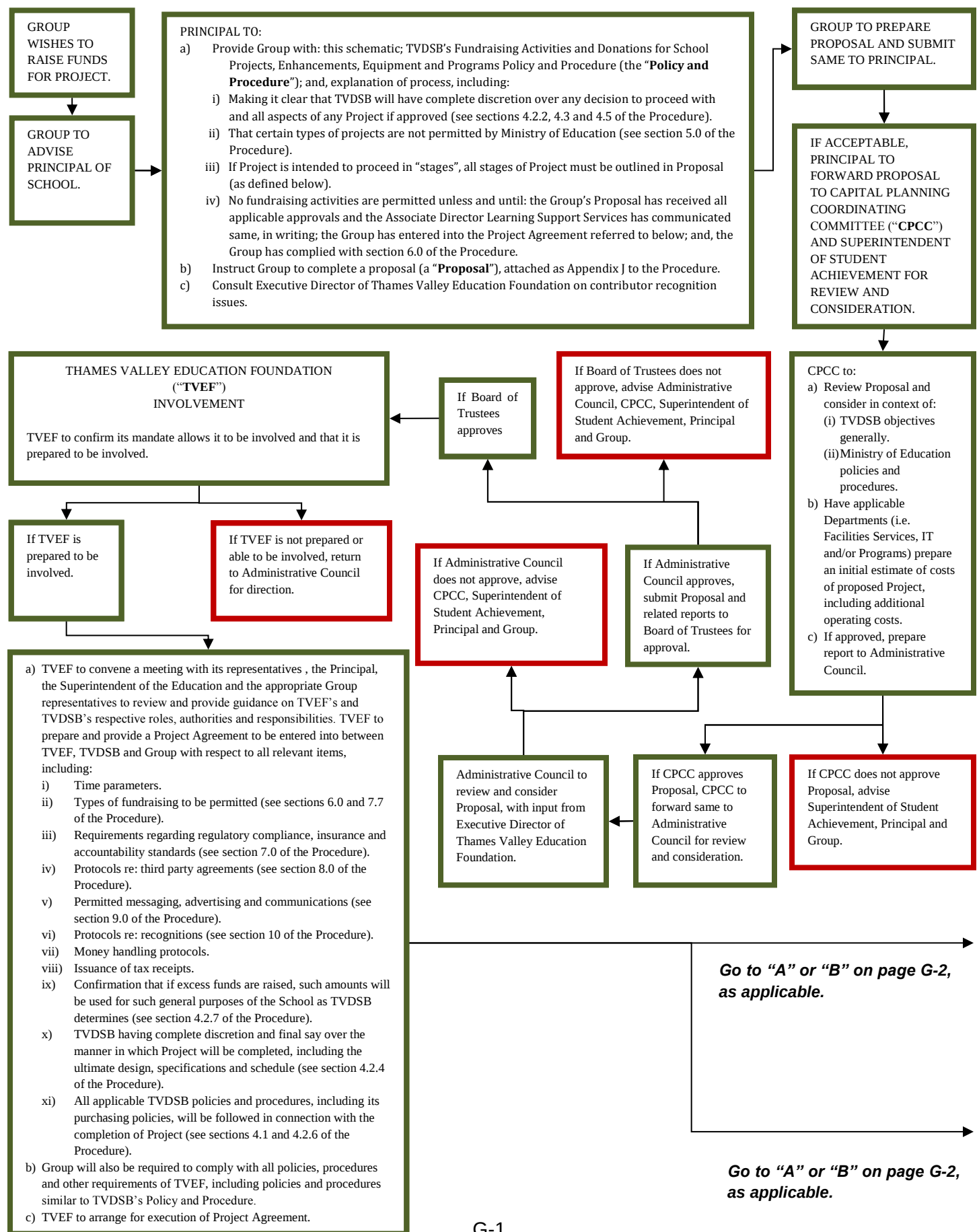
**ESTIMATED TO INVOLVE \$50,000.00 OR MORE AND UP TO \$99,999.00
AND WHICH ARE NOT MADE IN CONNECTION WITH OR IN THE CONTEXT OF
FUNDRAISING ACTIVITIES**

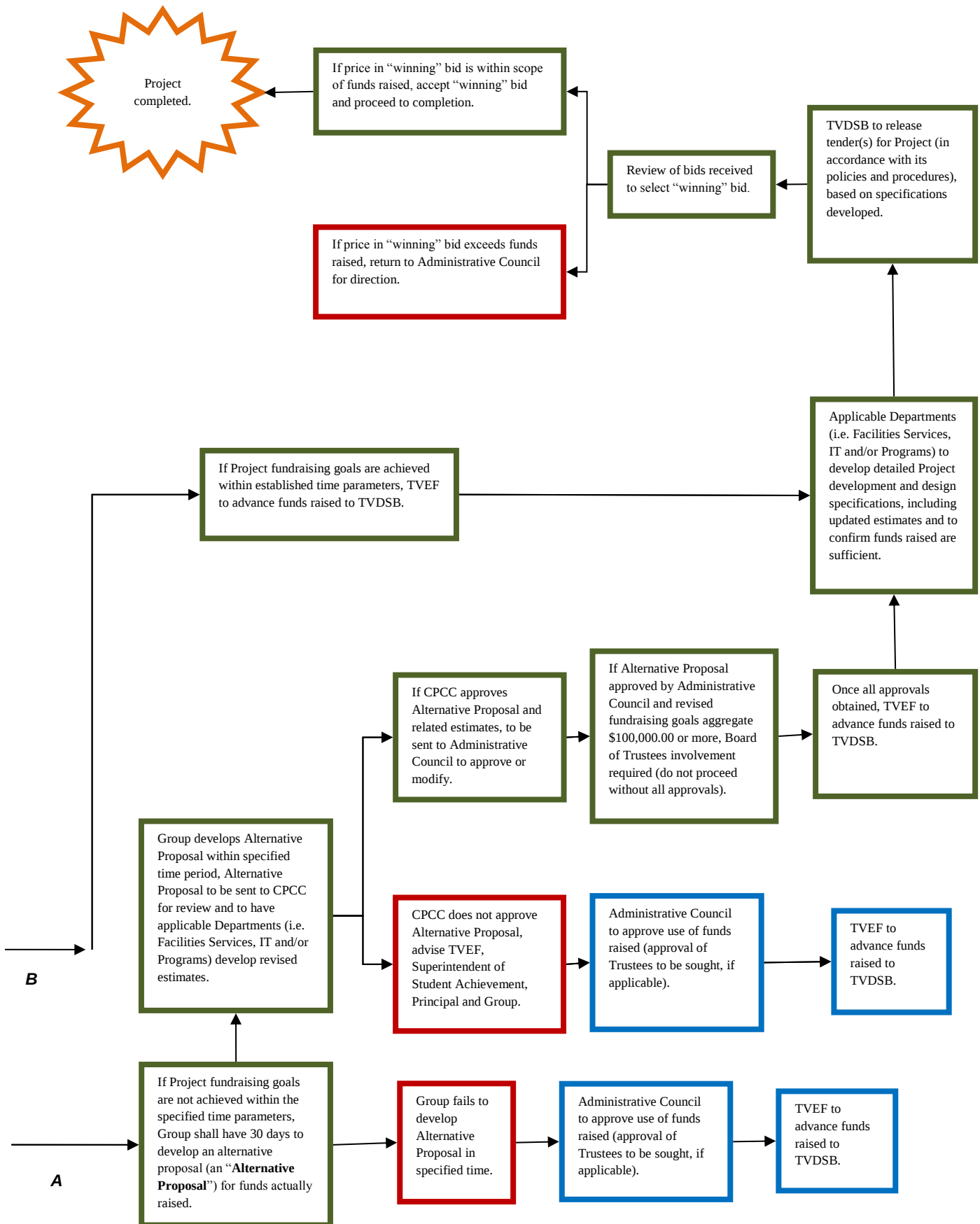


APPENDIX G

THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROCESS FOR FUNDRAISING ACTIVITIES BY GROUPS (OTHER THAN SCHOOL BASED GROUPS) FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT") ESTIMATED TO INVOLVE \$100,000.00 OR MORE

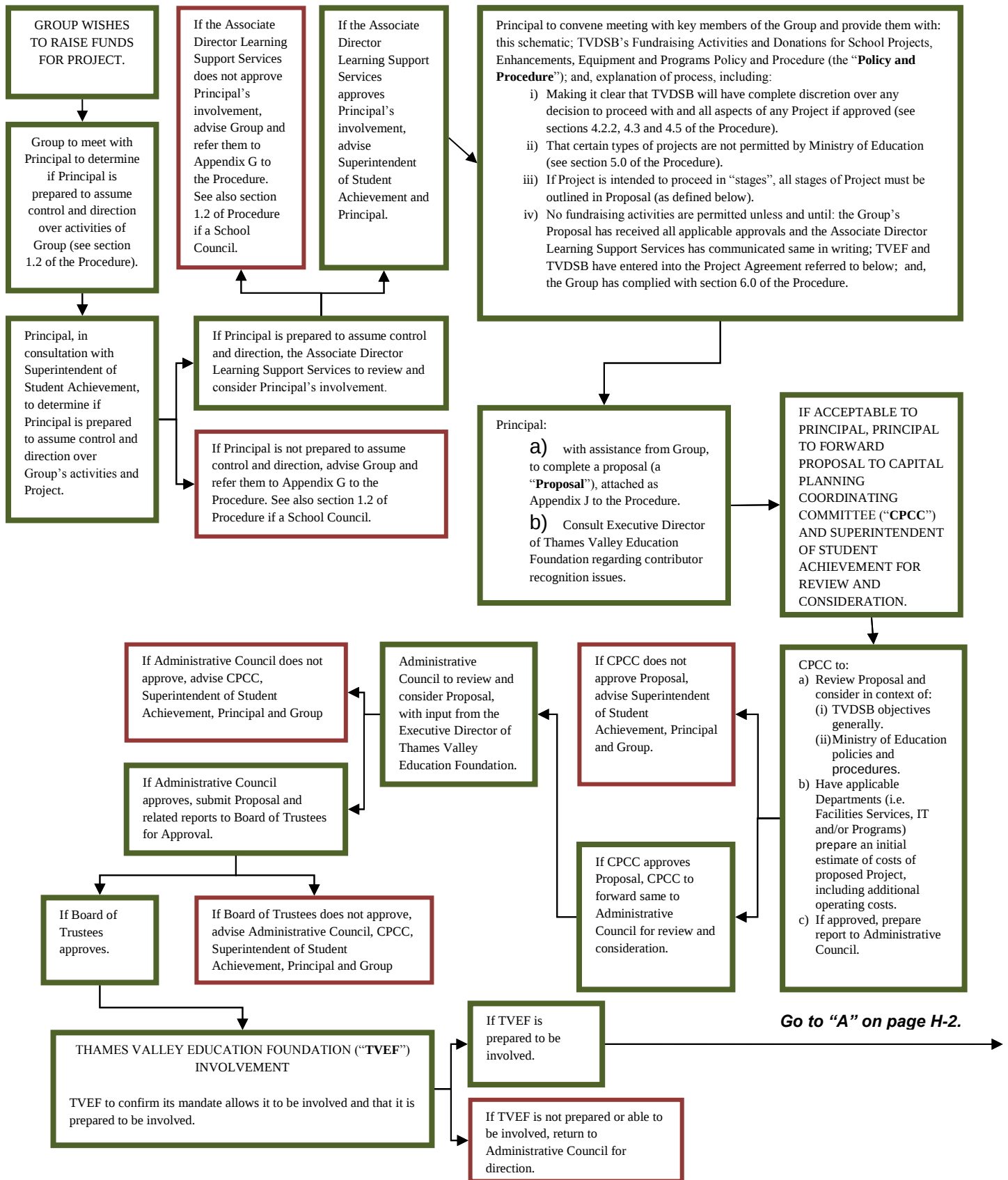


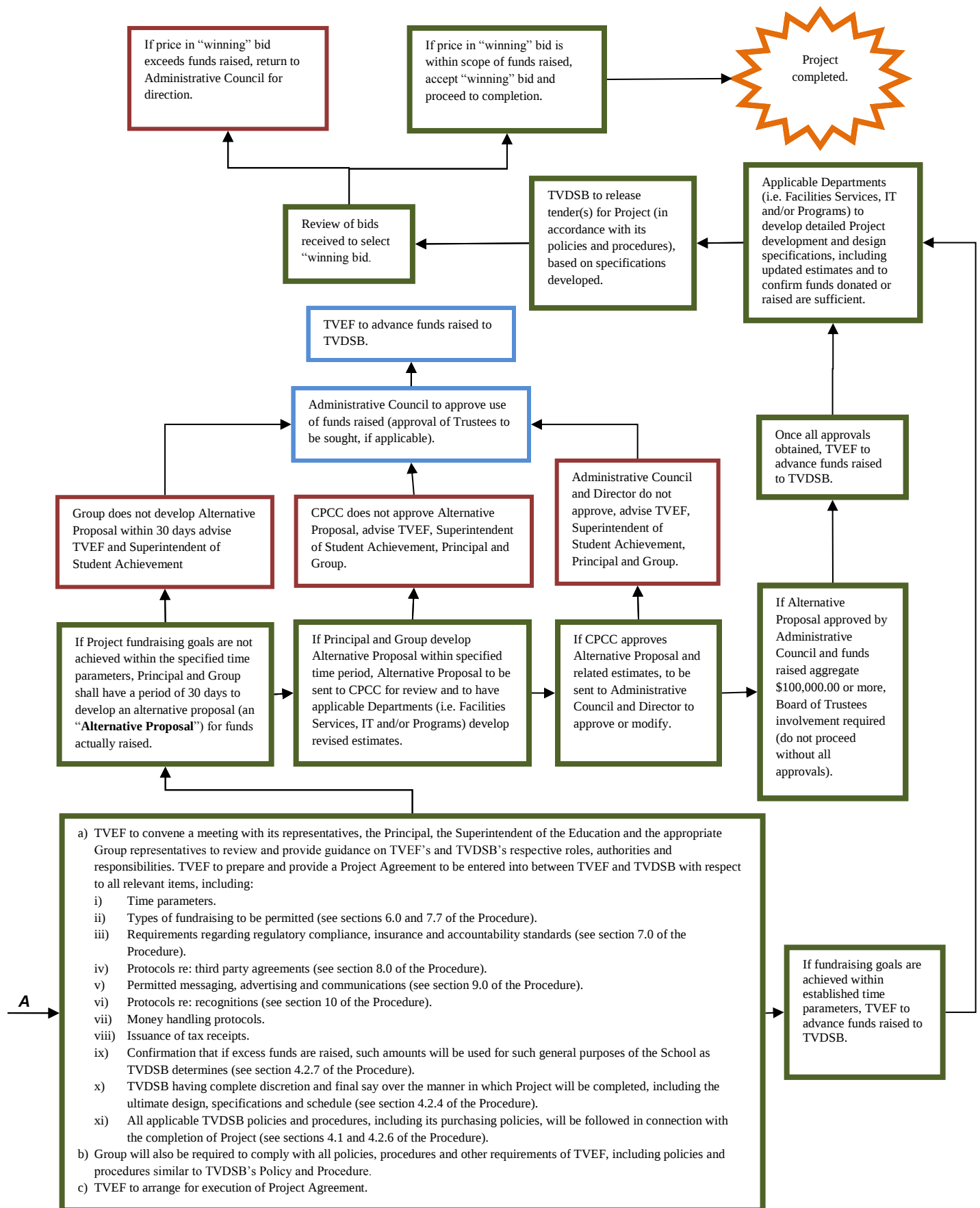


APPENDIX H

THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

**PROCESS FOR FUNDRAISING ACTIVITIES BY SCHOOL BASED GROUPS
FOR SCHOOL PROJECTS ENHANCEMENTS, EQUIPMENT AND PROGRAMS
("PROJECT")
ESTIMATED TO INVOLVE \$100,000.00 OR MORE**



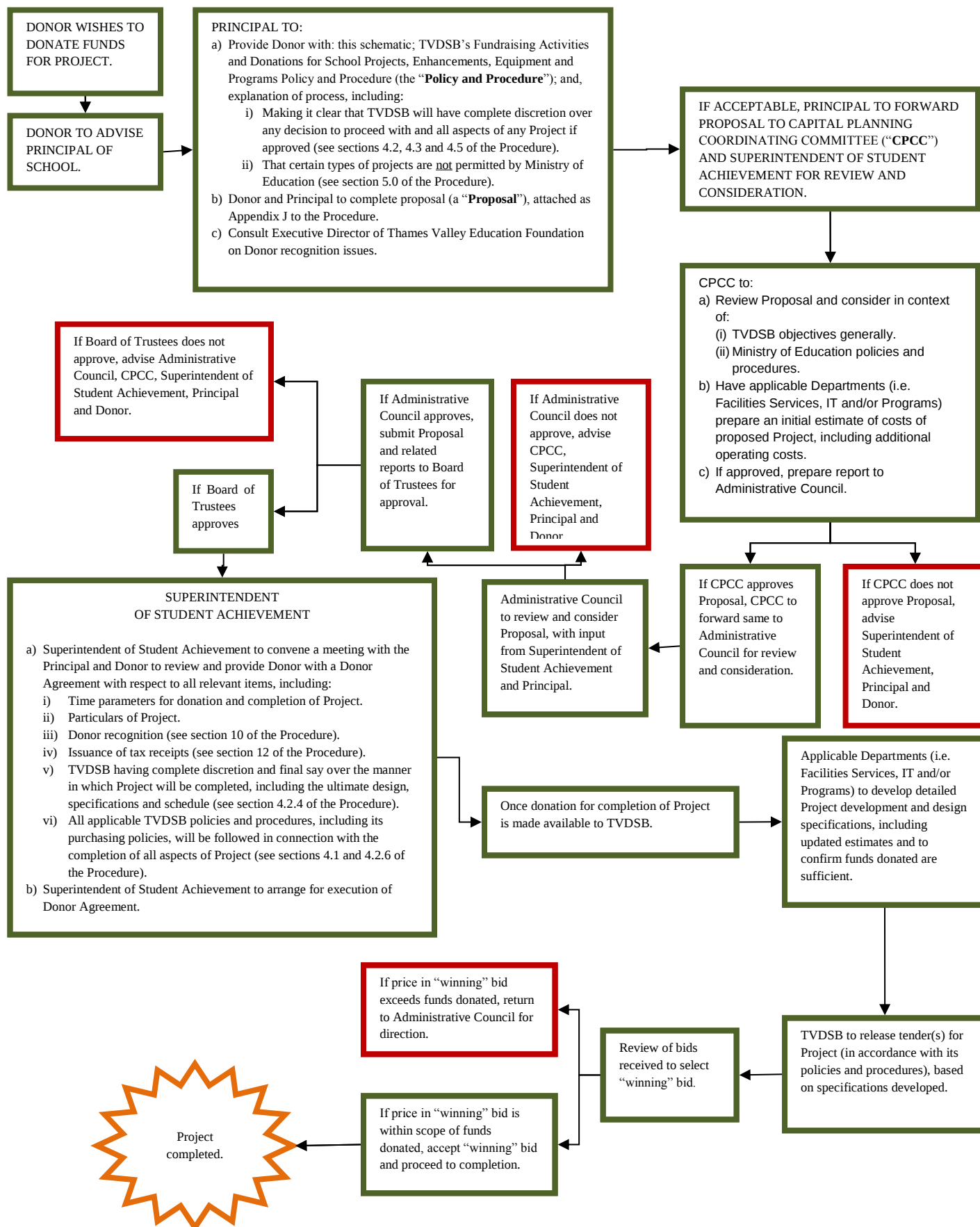


APPENDIX I

THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROCESS FOR DONATIONS DIRECTED TOWARDS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT")

**ESTIMATED TO INVOLVE \$100,000.00 OR MORE AND WHICH ARE NOT MADE IN
CONNECTION WITH OR IN THE CONTEXT OF FUNDRAISING ACTIVITIES**



APPENDIX J

THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")

PROPOSAL FOR FUNDRAISING ACTIVITIES AND DONATIONS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECTS")

1. Nature of Group/Donor.

Please provide:

- *Full name of Group/Donor.*
- *A description of the legal nature of the Group/Donor (i.e. individual, association, organization or incorporated entity).*
- *Address and other contact particulars for Group/Donor.*
- *Particulars regarding directors, officers, representatives and/or agents for Group/Donor, as applicable.*
- *Main contact for Group/Donor and contact particulars for such individual.*

2. Identify TVDSB school which will be the subject of the Project.

3. Provide a comprehensive description of the nature and scope of the proposed Project. Provide particulars of any cost estimates for the Project or any stage thereof. Please note that TVDSB will conduct its own estimates in connection with the proposed Project to the extent it decides to proceed with same.

4. If the Project is intended to be completed in stages, please describe the proposed time parameters, fundraising efforts and financial aspects for each stage. Please know that each stage must be fully independent of the next and leave the school/facility in question fully operational at the completion of each stage.

5. Please provide copies of any materials or information the Group/Donor has gathered for purposes of the Project applicable.
6. Please provide particulars of proposed donations and/or fundraising activities, including in the latter case, the Group's overall financial goals.
7. Please provide proposed timing parameters for donations and/or fundraising activities.
8. Please detail suggested benefits to the school and the community at large. Please know that any use of the Project will be in TVDSB's discretion.
9. Please detail any arrangements contemplated in respect of the recognition of donors or contributors.
10. Please confirm that you have read TVDSB's Fundraising Efforts and Donations Directed Towards School Projects, Enhancements, Equipment and Programs Policy and Procedure.
11. If you propose to engage in fundraising activities, please confirm that you will not proceed with any fundraising activities until such time as: your proposal is approved as contemplated by the Procedure; you have entered into or accepted the Project Agreement or Letter of Understanding you are required to as contemplated by the Procedure; and, you have complied with, and obtained all necessary approvals contemplated by, section 6 of the Procedure. School Based Groups (as defined in the Procedure), are not required to execute a Project Agreement or a Letter of Understanding. If you are not a School Based Group,

the applicable appendix of Appendices A through I to the Procedure will set out the type of document you will be required to enter into and at what stage of the process. Regardless, in all circumstance that document will be prepared by TVDSB or TVEF, as applicable.

APPENDIX K

PROPOSAL FOR A FUNDRAISING ACTIVITY AS CONTEMPLATED
UNDER SECTION 6 OF THAMES VALLEY DISTRICT SCHOOL BOARD
("TVDSB") FUNDRAISING ACTIVITIES AND DONATIONS FOR SCHOOL
PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS POLICY
AND PROCEDURE
(the "**Policy and Procedure**")

1. Please provide comprehensive description of proposed fundraising activity.
2. Please provide details as to the scheduling/timing of the proposed fundraising activity.
3. Please provide, as applicable, details with respect to the location of the proposed fundraising activity.
4. Please provide details with respect to all regulatory issues relating to the proposed fundraising activities, including any permits or licences which may be required in connection with the proposed fundraising activity.
5. Please provide particulars as to proposed insurance arrangements for the proposed fundraising activity (see section 7.2 of the Procedure).
6. Please provide particulars of all staffing and volunteer arrangements for the proposed fundraising activity.
7. Please provide details of all consents which the Group proposes to use/rely upon in connection with the proposed fundraising activity.
8. Please describe and provide particulars of any proposed donor or contributor recognitions to be provided in connection with the proposed fundraising activity.
9. Please provide a budget for the proposed fundraising activity, including anticipated proceeds and expenses.
10. Please provide particulars regarding arrangements for food handling protocols, to the extent that the provision of food will be involved in the fundraising activity.

11. Please provide full particulars if it is the Group's intention to serve alcohol in connection with the proposed fundraising activity.
12. Please provide copies of all Event Materials (as defined in section 9 of the Procedure), which the Group intends to use in connection with the proposed fundraising activity. It being understood that to the extent the Group develops any additional Event Materials, those materials will also be required to be submitted to TVDSB for approval, prior to use, in accordance with section 9 of the Procedure.
13. Please provide particulars as to how the Group intends to comply with the Funds Management Requirements set out section 11 of the Procedure.
14. Please provide particulars as to any charitable receipts the Group might wish to have issued in connection with the proposed fundraising activity (see section 12 of the Procedure).
15. Please confirm that you have received, read and understand the Policy and Procedure and, in particular, sections 6, 7, 8, 9, 10, 11, 12 and 13 of the Procedure.

APPENDIX L

FUNDS MANAGEMENT REQUIREMENTS FOR GROUPS

1.0 FUNDS MANAGEMENT REQUIREMENTS

Any group who is involved in cash and funds handling activities are expected to follow the requirements as set forth in order to safeguard and protect financial assets, while minimizing the potential for financial loss due to misappropriation, theft, or other fraudulent activities.

1.1 Groups must ensure that all funds received by them are handled in accordance with the provisions of this Appendix L.

1.2 Groups are expected to establish and maintain sound accounting, financial and record-keeping practices.

1.3 Groups are required to ensure, full, complete and accurate information is recorded in respect of all funds received or generated by them. Without limiting the generality of the foregoing, Groups will be required to comply with such record-keeping requirements as may be required by them, from time to time, by TVDSB's Business Services Department.

1.4 Each Group shall have an individual designated as its Treasurer, who shall be charged with complying with the requirements of this Appendix L and all other TVDSB requirements, from time to time.

1.5 Groups shall ensure compliance with the following:

- 1.5.1 All cash collected or received by the Group shall be counted, verified and recorded immediately, in the presence of at least two duly authorized representatives of the Group.
- 1.5.2 Each Group shall ensure that they establish secure environments for the receipt and handling of currency and cheques, from the time of receipt by that Group or its representatives, up to the deposit thereof in the Group's separate bank account.
- 1.5.3 All such currency/cheques shall be deposited, on a weekly basis, in a bank account established by the Group. Until all cash and cheques are deposited in a bank account, it is expected that such funds are appropriately secured (such as a locked cabinet or safe)
- 1.5.4 All third party bank accounts shall have a minimum of three (3) authorized signing authorities. All transactions (other than deposits) involving such a bank account shall require the signature of two (2) duly authorized signing authorities of the Group, ideally one of whom should be the Treasurer of the Group
- 1.5.5 For all projects which will exceed the \$100,000 threshold, a separate project specific bank account must be established to prevent any comingling of other general fund raising activities
- 1.5.6 Never pre-sign any blank cheques

- 1.6 Under no circumstances can any cash be dispersed directly (e.g. to fund purchases or to cash personal cheques). A Group's approved expenses are to be paid from its bank account, as per 1.5.4 above. Sufficient evidence of all expenditures shall be maintained, including all supporting, original documentation (e.g. invoices, etc)
- 1.7 To the extent that a Group is involved in the collection or receipt of funds for a Project and the donors / contributors of such funds require a CRA Charitable Tax Receipt, the Group shall:
 - 1.7.1 ensure that a cheque is issued and made payable to the Thames Valley District School Board for the total amount of charitable receipts to be issued;
 - 1.7.2 prepare and provide to TVDSB's Business Services Department, not less than Monthly, all such cheques, together with a complete accounting, including donor contact information (in such format as TVDSB's Business Services Department may require) and donation amounts by individual in order for TVDSB to issue official charitable receipts in a timely manner
- 1.8 Groups shall not be permitted to accept, collect or record any information related to a donor's or a contributor's credit cards, bank cards, bank accounts or other banking or financial information. Furthermore, Groups shall not be permitted to themselves process credit card, debit card, Interac or other forms of electronic payment transactions for purposes of

donations or contributions. Notwithstanding the foregoing, subject to the prior written approval of TVDSB's Superintendent of Organizational Support Services (Business), Groups shall be permitted to establish facilities with a bona fide third party electronic payment processor in order for that payment processor to process electronic payment transactions for donations and contributions towards a Project. The terms, conditions and details of any such third party electronic payment processing arrangement shall be subject to the prior written approval of TVDSB's Superintendent of Organizational Support Services (Business).

- 1.9 TVDSB shall have the right to review all financial, accounting and other records of a Group and the Group shall ensure TVDSB's designated representatives are provided with full and complete access to the Group's financial, accounting and other records as may be requested, from time to time.
- 1.10 In no circumstances will TVDSB be responsible for any aspect of a Group's expenses, including, without limitation, any expenses related to any fundraising activity undertaken by a Group. Groups shall be solely responsible for all expenses incurred by them. Groups shall record and manage expenses incurred by them in connection with fundraising activities in a prudent and responsible manner. Groups shall ensure that they maintain full and complete records of all expenses incurred by them.

- 1.11 Groups must: perform bank reconciliations on a monthly basis; and, provide same to TVDSB's Business Services Department upon request. All monthly bank reconciliations shall be prepared in accordance with sound accounting practices; however, should TVDSB's Business Services Department require a Group to follow any particular accounting practices that Group shall comply with same. If, in completing bank reconciliation, a Group identifies any unknown or suspect transactions, that Group shall immediately notify TVDSB's Superintendent of Organizational Support Services (Business). Monthly bank reconciliations may be reviewed by TVDSB's Business Services Department, from time to time.