



PROCEDURE

Title: **GENERAL SCHOOL FUNDRAISING** Procedure No.: **4005a**

Effective Date: **1998 September 22**

Department: Learning Support Services

Reference(s):

Food and Beverages in Our Schools Policy and Procedure
Fundraising Activities and Donations for School Projects, Enhancement, Equipment and Programs Procedure
General School Fundraising Policy
Foundations for a Healthy School Framework
Ministry of Education's 2012 Fundraising Guideline
Municipal Freedom of Information and Protection of Privacy Act
School Generated Funds Policy and Procedure
Ontario's Well-Being Strategy

- 1.0 This procedure applies to the general fundraising activities of schools and School Councils at all times. This procedure also applies to Home and School Associations in good standing with the Ontario Federation of Home and School Associations so long as such activities are being undertaken under the guidance of the Principal. Once the funds have been raised, it is good practice to share with the school community how the funds were used.
- 2.0 This procedure should be used in combination with Fundraising Activities and Donations for School Projects, Enhancement, Equipment and Programs Procedure when a project proposal is estimated to exceed \$5000.
- 3.0 The following factors shall be considered by the principal when authorizing fundraising activities:
 - Consultation with School Councils and school-based Home and School Associations;
 - Other parent groups, as appropriate;
 - Safety of students;
 - Insurance risks and liability factors;
 - Timing and frequency of fundraising;
 - Coordination with other schools;
 - Preference for local sponsors and Canadian-based sponsors/products;
 - Sensitivity to local businesses;
 - Impact of the project on classroom time of students and staff;
 - Proposed use of funds;

Administered By: **Learning Support Services**

Amendment Date(s): 2018 Apr. 24, 2017 Nov. 9, 2003 Jan. 28

- Appropriateness of incentives;
- Equity of opportunity and inclusivity of the proposed activity; and
- Medically documented allergens of staff and students (See section 6.4).

4.0 All required municipal and provincial licenses shall be obtained for ticket sales or lotteries.

5.0 In order to protect the integrity of the school and all people requested to handle funds, proper financial procedures consistent with Board policies and procedures shall be put in place for each project.

6.0 **School fundraising campaigns in the community:**

6.1 Consent

The written consent of the parent/guardian must be obtained for elementary school children who are participating in fundraising activities beyond the school. Parental/Guardian consent is required for participation of students under the age of 18.

6.2 Communication

Wording similar to the following is to be included in information letters to parents/guardians:

“If students participate in the fundraising project, they are encouraged to keep their personal safety in mind by:

- Involving only close neighbours, friends and relatives;
- Always working in pairs, preferably with an adult;
- Always visiting in daylight hours; and
- Conducting business at the door rather than inside the house.”

6.3 Voluntary

- All students and staff are welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community and TVDSB.
- Participation in fundraising activities is strictly voluntary for staff and students.
- Privacy should be respected. The personal information of staff, students or other individuals should not be shared for the purposes of fundraising without prior consent. (The use of personal information by school boards is governed by the *Municipal Freedom of Information and Protection of Privacy Act*.)

6.4 Safety

- Safety of students and staff must be a primary consideration in all fundraising activities.

- In addition to parental/guardian consent, student fundraising activities require supervision and should be age-appropriate.
 - Fundraising activities that infringe upon the medical needs of a student(s)/ staff member(s) with a medically documented allergen should not be undertaken.
- 7.0 Funds raised for education-related purposes should be used to complement and not replace public funding for education- related purposes
- 8.0 A fundraising activity must not result in any staff or volunteer benefiting materially or financially from the activity.