

## **FUND-RAISING, SPONSORSHIPS, DONATIONS**

### **Background**

Benefits can accrue to students, programs, services, charitable and humanitarian causes and community service goals through various forms of fund-raising, sponsorship/partnership activities and arrangements, and gifts and donations.

Funds provided through these methods are to provide support for scholarships/bursaries, extra-curricular activities, playground equipment, student activities, field trips and student travel and transportation. It is recognized that public monies allocated through the District are the primary source of funding for instructional equipment, teaching supplies and learning resources. Sponsorship/partnership arrangements and donations are not to replace such funding and are intended to enhance, augment or supplement (usually for a specific program or issue).

The District is committed to the principle of reasonable equity of service and programs throughout the District and expects that sponsorships/partnerships or donations will not create extreme discrepancies, or increase extreme discrepancies, that may exist. The District does not involve itself directly with gaming and it may exercise its authority to refuse to accept donations.

The District also believes in equity among Districts and believes any provincial or regionally based activity regarding sponsorships/partnerships or donations is to reflect this principle.

### **Procedures**

#### **1. Access - Recognition**

- 1.1. Access to students is largely documented through Administrative Procedure 341 – Access to Students. Recognition of sponsors, partners, or donors shall be discreet, with an emphasis on the activity and/or benefit and less emphasis on the promotion of the sponsor, partner or donor.
- 1.2. Recognition of commercial sponsors and/or partners shall not be included in general instruction or in classrooms during regular instructional time, and is limited to 'public' areas of the school and school publications.

#### **2. Accounting and Finance**

- 2.1. Fund-raising through donations, sponsorships/partnerships or through specific fund raising activities requires the same financial safeguards and accounting procedures normally expected for public funds. Principals are required to comply with this Administrative Procedure. Where other organizations, with which the District has regular and ongoing contact, do not have appropriate accounting procedures in place, any normal school and/or District assistance may be terminated.

### 3. Conflict of Interest

- 3.1. All school and joint fund-raising activities are subject to Administrative Procedure 404 - Conflict of Interest. Where other organizations, with which the District has regular and ongoing contact, have made a fund-raising decision that is contrary to the intent of Administrative Procedure 404 - Conflict of Interest any normal school and/or District assistance to the project will not be permitted.

### 4. Raising Funds in Schools

- 4.1. The sponsor of any group wishing to raise funds through a school shall complete Request to Establish a School Trust Account Form (Form 511-1), and submit it to the Principal of the school concerned. This form details the proposed name of the account, the reason the monies are being raised, the person who will be in charge of this fundraising activity, and the period of time over which it is proposed that the funds will be raised and disbursed. This shall include such accounts as 'coffee fund' and 'sunshine' accounts.

### 5. Guidelines

School staff and joint fund-raising are to be guided by the following general principles:

- 5.1. That all involved in fund-raising work in the spirit of the 'ideal situation' listed further in this regulation;
- 5.2. That there be a specific purpose to the fund-raising that is communicated to those providing funds;
- 5.3. That there be a minimum of instructional time involved;
- 5.4. That there be clarity whether it is a school, joint or Parents' Advisory Council (PAC) sponsored fund-raiser when circumstances require a specific division of monies (gaming);
- 5.5. There be age and activity appropriate supervision;
- 5.6. That there be a positive image of the school and District;
- 5.7. Door to door canvassing is discouraged and may only occur given the following:
  - 5.7.1. Canvassers have a note from the Principal explaining the fundraising purpose;
  - 5.7.2. Canvassers may operate only within the school boundary and within a range that is age-appropriate;
  - 5.7.3. Elementary school children require signed permission from parents who indicate approval of the activity and their willingness to provide adult supervision;
  - 5.7.4. Middle school and secondary school age students are required to be in groups of two or more.
- 5.8. That the activity complies with other administrative procedures, (particularly Administrative Procedure 341 - Access to Students and Administrative Procedure – 260 - Student Travel, municipal and/or regional bylaws, provincial and/or federal statutes and other relevant regulatory obligations;
- 5.9. To keep activities within reasonable limits, principals are to coordinate activities between elementary, middle/junior and secondary feeder systems.

## 6. The 'Ideal Situation'

The ideal situation regarding fund-raising components, developed by a representative committee of parents, teachers and administrative officers, and endorsed by the District is:

- 6.1. That in all activities pertaining to fund-raising the primary purpose of fund-raising is to benefit students;
- 6.2. That there is to be a cooperative joint effort with jointly raised funds;
- 6.3. That fund-raising is to reflect school wide planning preferably prior to the start of the school year;
- 6.4. That there be a process that involves parents, administrators and staff in setting priorities linked to the plans.

## 7. Components

When circumstances require specific division of monies (i.e. gaming), then, within the spirit of the ideal situation the following shall be followed:

- 7.1. Staff-led and sponsored fund-raising shall occur when all funds are raised solely through school staff. Such funds shall be under the control of the Principal, be accounted for in accordance with this Administrative Procedure and used for the benefit of their school exclusively.
- 7.2. Joint fund-raising shall occur when parents and staff jointly work to raise funds and/or when students are involved during the instructional day and/or on school premises.
  - 7.2.1. No funds shall be divided according to prior agreement between the Parents' Advisory Council (PAC) and the school staff, represented by the Principal.
  - 7.2.2. The school portion of the funds shall be under the control of the Principal, and shall be accounted for in accordance with this Administrative Procedure.
  - 7.2.3. The Parents' Advisory Council portion of the funds shall be under their control and accounted for in accordance with their bylaws or Administrative Procedure 525 – Sponsorship/Partnership. The District anticipates that such fund-raising is for direct benefit to student learning and student activities.
- 7.3. Parents' Advisory Council (PAC) fund-raising shall occur when all funds are raised solely by parents when there is no assistance from employees operating in that capacity and/or no use of school premises, equipment or supplies.
  - 7.3.1. Such funds shall be under the control of the school Parents' Advisory Council and accounted for in accordance with their written bylaws or Administrative Procedure 525 – Sponsorship/Partnership.
  - 7.3.2. Such fund raising shall not include students during the instructional day or on school premises.
  - 7.3.3. Any fund-raising done solely by students outside the school day, off school premises or not during school activities shall clearly indicate that it is solely a Parents' Advisory Council fund-raiser.
  - 7.3.4. Such fund-raising is intended for direct benefit to student learning, student activities or scholarships and bursaries and assumes that conflict of interest

and appropriate financial accountability procedures are in place in the Parents' Advisory Council bylaws.

- 7.3.5. The District and employees operating under the authority of the District at the time are not liable for activities associated with sole Parents' Advisory Council fund-raising.

Reference: Sections 8, 8.4, 8.5, 20, 22, 23, 65, 85 School Act

Adopted: May 8, 2001

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