

FUNDRAISING

Background

The Division recognizes that generating additional revenue in support of programs can enhance educational services for students.

Funds raised must be used to benefit students, enhance the quality and relevance of education for learners and contribute to the development of responsible citizens.

Fundraising activities must be compatible with the best interests of the students, school staff and community and not detract from curricular activities.

Procedures

1. Funds raised should complement, not replace public funding for education. Fundraised dollars shall not be used for instructional purposes or basic education items, those being items required to complete the prescribed curriculum for any one grade.
2. All funds raised shall be used solely to fund student activities, programs or equipment. All funds are to be used within two years of the fundraising unless designated for a specified longer term use.
3. The School Administrator(s) shall consult with staff and school council at the beginning of the year, regarding the nature of fundraising activities that will occur during the year.
4. The School Administrator(s) shall be authorized to approve fundraising activities that serve a needful purpose for the school. Form 107-1 is to be used for the application process. If necessary the School Administrator(s) may seek advice from the Superintendent regarding the appropriateness of fundraising activities.
5. Fundraising goals should be developed in advance of the fundraising activity.
6. The purpose of each fundraising activity and the anticipated disposition of monies raised shall be made known to students and parents/guardians before the activity proceeds.
7. The sale of approved Alberta Gaming Commission lottery and raffle tickets must conform to government legislation.
8. Parents/guardians are responsible for providing adequate supervision when students are participating in activities off school grounds.
9. Participation in fundraising activities should be voluntary. Where the funds support individual students and where the student chooses not to participate in the fundraising activity, a payment may be required from parents/guardians unless financial situations dictate otherwise.

10. No student should be excluded from a general event or program because the parents/guardians/student did not participate in the fundraiser. Examples of general events include cultural events, student union activities and other co-curricular activities, but may not include major activities such as international travel.
11. Parents/guardians shall be advised of student participation in fundraising activities, and shall be responsible for contacting the School Administrator(s) if they do not approve of their child's participation in the activity.
12. All school fundraising activities must be monitored by a member of the school staff and all monies collected be processed through the school accounts. (Refer to AP 106 SGF).
13. A final statement of revenue and expenses, certified correct by the supervising staff member, must be submitted to the School Administrator(s) upon completion of the project and be kept on file with school accounting records. This information shall be shared with school councils and parents/guardians.
14. All materials and equipment purchased for schools through all fundraising endeavors shall become the property of the Division. All items must be approved by the appropriate Division Office Department(s) prior to purchase.
15. Accountability for fundraised dollars contributed to a school generally rests with the school board.
16. All school funds must be stored in a locked cabinet with the School Administration.
17. Any monies fundraised cannot be distributed to students. If a fundraised event is cancelled, the amount fundraised should be kept at the school and used for an event to benefit the same group of students.
18. All losses of fundraised dollars shall be reported to the Assistant Superintendent - Business immediately.

Related APs: 106 School Generated Funds (SGF)

Forms: 107-1 Fundraising Proposal Application

Amended: October 2017