



KENORA CATHOLIC DISTRICT SCHOOL BOARD

300 Student Procedures

AP 313: Safe Schools – Fundraising in Schools

In keeping with the tenets of the Roman Catholic faith, and in accordance with The Kenora Catholic District School Board Mission Statement, the Director of Education endorses the principle of student participation in projects and activities to assist charitable organizations and community causes.

The Director of Education also recognizes the value of and supports excursions and other school based projects for which the Board does not fully budget. This also includes all Catholic School Council fundraising projects.

The Director of Education therefore supports the raising of funds and the collection of monies for these causes in accordance with the guidelines contained in this procedure.

1. Guidelines

1.1 Approved organizations

1.1.1 The Director of Education approves the collection of funds on behalf of the following organizations:

- Royal Canadian Legion Poppy Fund
- Salvation Army
- Holy Childhood Association
- Canadian Heart & Stroke Association
- MS Readathon
- Terry Fox Foundation
- Canadian Cancer Society
- Autism Foundation
- Operation Christmas Child
- Schools Building Schools
- local charities
- Catholic missions

1.1.2 Requests to raise funds for other organizations and/or causes will require the prior approval of the Director of Education.

1.2 Approval

1.2.1 All fundraising for school excursions or projects will require the approval of the principal.

1.2.2 The principal will inform the school council regarding fundraising projects.

1.3 Voluntary

All participation by students in fundraising activities will be on a purely voluntary basis and will be conducted in a manner that does not hinder regular school work.

1.4 Timing

It will be the responsibility of the principal to ensure fundraising activities are timed appropriately so as not to place too great a burden on the community or students.

1.5 Types of activities

Fundraising activities should generally be of a goods or services nature. Activities which are recognized as being of this type are: book fairs, food sales, student school picture sales, “flea” markets, recycling initiatives, and musical/drama productions.

2. Door to Door Canvassing by Students in the Primary and Junior Divisions

2.1 Door-to-door canvassing will not be allowed for students in the primary and junior divisions.

3. Door to Door Canvassing by Students in the Intermediate and Senior Divisions

3.1 Permission to do door-to-door canvassing must be given by the principal.

3.2 If permission is granted for students to do door-to-door canvassing, the students will carry identification on school or Board letterhead with an explanation of the purposes for the canvassing and the plans for the use of the money raised.

3.3 The principal shall ensure the following guidelines are met:

3.3.1 adequate adult supervision on blitz campaigns

3.3.2 students are assigned to work in groups of two or more

3.3.3 parents/guardians and students are informed of the purpose of the sale and/or campaign and applicable school rules prior to the commencement of the sale and/or campaign

3.3.4 for blitz campaigns, each group has an assigned area.

- 3.4** The principal will ensure a signed consent form #048 – Consent Form to Participate in Fundraising Activities is obtained and all students and parents are informed of the following recommendations:
- 3.4.1 sales should be restricted to daylight hours
 - 3.4.2 parents should be aware of the area assigned to the student
 - 3.4.3 parents, where appropriate, should provide supervision
 - 3.4.4 a “buddy system” should be used
 - 3.4.5 students should wear brightly coloured clothing appropriate for the weather
 - 3.4.6 students should be made aware of the Block Parent and PAL Programs if available
 - 3.4.7 students should have established a time whereupon they are expected home.

4. Accountability

- 4.1** All bank accounts established for the safekeeping of fundraising proceeds will require two signatures, one of whom will be the principal.
- 4.2** The principal or a designated staff member will assume overall responsibility for each fundraising project.
 - This will include planning, implementation and final disposition for the project.
 - The individual responsible will ensure all funds collected are stored safely and deposited in the appropriate bank account at the earliest convenience.
- 4.3** A record of all funds collected and disbursed for each project must be maintained in the school and may be subject to audit by the Superintendent of Administrative Services.
- 4.4** The Board shall not be responsible for the custody of any funds or the loss of such funds in connection with any fundraising activity carried out in the schools.
- 4.5** Funds shall be reported at gross revenues and gross expenditures re keeping with GAAP for public bodies.
- 4.6** Funds raised shall be supported by or reconciled to independent information, were available, to ensure completeness.
- 4.7** Where the fundraising program has no independent information to confirm completeness of revenue, two or more people, including a staff member, shall sign off on funds collected.

Form(s) Associated with this Procedure:

048 – Consent Form to Participate in Fundraising Activities

Legal References:

Education Act:

1. Regulation 298 S. 25 Canvassing and Fundraising
2. Regulation 612/00 School Councils:
 - S. 19 Consultation by Board
 - S. 22 Fundraising
3. CICA Handbook Public Organizations

Effective Date: June 10, 1997

Latest Review Date: March 31, 2011, May 2011, August 23, 2011, January 2012