



Policy Manual – Schools

S.13 – Fund-Raising - PROCEDURES

1. All fund raising, compliant with Board policy, shall be carried out under the jurisdiction and supervision of the Principal, and the Principal shall approve the content, and/or posting on school property, of any advertising materials, or the distribution of notices dealing with school fund raising events.
2. It is expected that the fund-raising activity alone, or in combination with other activities, will neither interfere with program delivery nor place undue burdens on the staff, the students or their families.
3. The Board stipulates that there shall be:
 - a) no more than two major campaigns through Catholic School Councils in each school per year;
 - b) no more than one major campaign through pupils/staff in each school per year;
 - c) campaigns of a minor, Parish sponsored, or charitable nature in each school shall be permitted at the principal's discretion, with the approval of the school's respective Superintendent of Education.
4. In the event that a major fund-raising opportunity presents itself after an application for approval has been accepted and such a fund-raising opportunity is in keeping with the requirements of Board policy on fund raising, the school's Superintendent shall have discretionary powers to authorize fund raising activities not included on the approval list for the current year. Such activities shall be submitted to the Board for inclusion in the annual summary record and on the application for approval form for the following year.
5. The safety of students must be a primary consideration in all fundraising activities. Specific prohibition shall be placed on:
 - a) canvassing on streets, in malls, public places, and door-to-door canvassing by elementary pupils; and
 - b) unaccompanied canvassing by secondary pupils. Pupils at this level shall canvass in pairs or be accompanied by an adult.
6. It is recommended that:
 - a) non-food items be selected for fundraisers as often as possible; and
 - b) if fundraisers include food or beverages, these foods and beverages must meet the "sell most" nutrition criteria within the Nutrition Policy, except if they occur off school premises.

7. The Principal shall ensure that schools consider the concepts of “value for money” and “wellness” in the selection of fund-raising activities. Fund raising activities are to be scheduled so as not to overburden each household at any one time.
8. The Principal shall ensure that there is fair and equitable distribution of fund-raising proceeds for the direct benefit to the pupils. All monies raised in a given school year are to be utilized, whenever possible, on behalf of the pupils in the same school year, unless otherwise approved by the Superintendent.
9. The Principal shall ensure that no less than 10% of the net proceeds is to be given to a charity selected by the school and approved by the Board.
10. The Principal shall ensure that, where a family has more than one child in the same school, any fund-raising activity is to be done by only one member of the family. Pupil participation shall be
11. All proposed fund-raising activities for a given year are to be listed on the appropriate reporting form outlining the planned activities, whether initiated by parents, students and/or staff, time-period, purpose and the direction of proceeds and charities to be supported. This form is to be submitted by the principal to the school's respective Superintendent on October 15th of each year.
12. Fundraising should have a designated purpose and the proceeds should be for that purpose, as intended.
13. All proceeds from fund raising activities, whether initiated by the school or Catholic School Council, shall be deposited in one bank account.
14. When a fund-raising project is conducted jointly with the school's Catholic School Council, it is understood that the decision making as to the disbursement of funds is also a joint responsibility.
15. The school must ensure that appropriate safeguards are in place regarding the collection, deposit, recording and use of public funds.

Public Sector Accounting Board (PSAB) standards require that all funds generated at the school level be consolidated with the annual financial statements of the school board. All funds collected through school or Catholic School Council fundraising are subject to the board’s regular audit and accountability requirements. As Catholic School Councils are advisory bodies, and not entities with the legal capacity of a corporate body, funds collected through the Catholic School Council must be reported by the school board which is a corporate body. As such, Catholic School Council must report annually to the principal and to the board on their fundraising activities.

16. Transparent financial reporting practices to the school community must be in place. An annual financial summary of all fund-raising activities conducted during the school year shall be prepared and presented to the school community by the Principal before June 30th of each year. This financial statement shall be kept on file at the school.
17. Each school shall submit an annual cash flow statement, for the prior school year, to the school's respective Superintendent by September 15 of each year.
18. Detailed record keeping practices are to be utilized in the recording of receipts and disbursements generated by fund raising activities in accordance with those prescribed by the Superintendent of Finance and Treasurer of the Board. School accounts may be reviewed and/or audited by the office of the Superintendent of Finance.
19. Safe fund handling procedures for all authorized projects are to be established in accordance with the directives of the Superintendent of Finance.
20. Proceeds in excess of \$100 must be deposited into a bank account by the end of the day. The use of night deposit facilities is encouraged to minimize the amount of money kept in the school.

Guiding Principles

1. Funds raised for school purposes must complement, not replace, public funding for education.
2. Fundraising activities must not detract from the learning environment.
3. Participation in fundraising activities is strictly voluntary.

DEFINITIONS

Fundraising

Fundraising is any activity, permitted under board policy, to raise money that is approved by the principal in consultation with the Catholic School Council, for which the school provides the administrative processes for collection. Such activities may take place on or off of school property.

School-generated Funds

School-generated funds are funds that are raised and collected in the school or broader community in the name of the school by the Catholic School Council, students and/or staff of the school community. These funds are raised and/or collected from sources other than the school board's operating or capital budgets. The funds are administered by the school principal.

School-generated funds are a broad category, which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs and co-curricular activities. (i.e. Monies collected for a school trip are considered school-generated funds.)

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD GUIDELINES FUND RAISING

1. Charitable Campaign: a fund-raising activity with the objective of raising money to support a charitable organization.
2. Parish Sponsored Campaign: a fund-raising activity with the objective of raising money to support a Parish sponsored activity, i.e. Holy Childhood Society, Missions
3. Major Campaign: a major campaign would involve a majority of the student body in the fund-raising activity organized or approved by the school, i.e. sale of chocolate bars, cheese, fruit, Christmas ornaments, etc.
4. Minor Campaign: a minor campaign would involve a part of the student body, e.g. a division, a department or classroom(s) in fund raising activities, i.e. hot lunches, milk, juice, bake sales, etc

Examples of Acceptable Uses of Fundraising Proceeds

- Financial support for students – such as support for the cost of a field trip
- Field trips or excursions
- Supplies, equipment or services which complement items funded by provincial grants such as extracurricular band equipment, audio-visual equipment
- Guest speakers or presentations
- Ceremonies, awards, plaques, trophies or prizes for students
- Scholarships or bursaries