

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Fundraising	CODE: JLK
LEGAL STATUS: Board Motion #245.07, #43.16, #189.19, #214.24	DATE APPROVED: 19 Aug 19, 07 Oct 24

Background: The Board of Education recognizes its responsibility in providing the necessary financial resources for basic educational programming. However, it also acknowledges that there are times when a school or school-based group may wish to raise funds to complement and/or supplement the basic educational program, support charities or community projects, or for co-curricular or extra-curricular activities.

POLICY: **The Board of Education authorizes each principal to approve all internal fundraising projects. Any other fundraising project to be conducted outside of the school requires the written approval of the Director of Education or designate. All school generated funds will be managed and reported using acceptable procedures.**

Guidelines:

1. During a given school year, the principal will seek approval for a maximum of one school fundraising project, one School Community Council fundraising project, and one charitable fundraising project that is conducted outside of the school.
2. The principal is responsible for informing parents/guardians of the specific nature and purpose of school-based fundraising.
3. All school fundraising must comply with civic and/or provincial regulations.
4. Fundraising projects should not infringe on the instructional time.
5. Involvement by students in fundraising is voluntary.
6. Consideration must be given to the safety and security of students participating in canvassing.
7. Fundraising shall not be conducted for providing instruction, basic education items, or any item required for course completion.
8. All school generated funds are subject to appropriate accounting and auditing procedures.

Procedures:

1. Final approval for any fundraising project must be obtained from the principal of the school.
2. The principal must ensure the setting of adequate ground rules for students participating in fundraising projects. These include:
 - i) Students must clearly know the purpose of the project.
 - ii) Kindergarten to Grade IV students require direct adult supervision for any door-to-door canvassing.
 - iii) Students should not gain personally from their own sales, with the exception of prizes offered as sales incentives.
3. The principal is responsible for following school division established procedures for safekeeping, accounting, and management of all monies collected.
4. The purchase of goods and services with funds derived from school-based fundraising shall adhere to school board *Policy DJB*.
5. Funds raised and expenditures from funds raised will be accounted for using school division established procedures for accounting for school generated funds.
6. School division established procedures for accounting for school generated funds shall result in the preparation, by the Chief Financial Officer, of regular school generated fund summary financial reports, which will include funds raised and expenditures from funds raised from Fundraising activities. School generated fund summary financial reports shall be distributed by the Chief Financial Officer to respective school principals and the Director of Education on a regular basis, and shall be incorporated into the regular financial reports submitted to the Board of Education by the Chief Financial Officer.