



School Fund-Raising Guidelines

Administrative Procedure 5.160

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16

Legal Reference:

Date Adopted: 1991

Date Amended: September, 2008; March, 2017

Student Fund-Raising Activities - Policy

The Board of Trustees of the Evergreen School Division recognizes that a school's annual operating budget may not provide sufficient funds for some school-related activities. Therefore, the Board supports practices which will provide additional funds.

The principal of each school in the Division may raise, hold, administer and expend monies for the purposes of the school (to be known as "school funds") subject to regulations [P.S. Act Sec. 77].

The following principles shall govern in this respect:

1. No coercion or pressure may be brought to bear in order that any pupil contribute to the fund or its enterprises.
2. Activities that bring parents and friends of the school into the school, or in touch with the school's program, should be encouraged.
3. In general, the fund-raising enterprises of the school should make some contribution in themselves to the educational growth of the pupils.

Student Fund-Raising Activities - Regulations

I Guidelines

Where students, teachers and principal decide to raise money by fund-raising;

1. The principal may approve fund raising activities from the following list:
 - a) In-school activities where the public participates by open invitation to activities such as drama/musical productions, concerts, gym displays, athletic games, teas, bake sales, flea markets, craft sales;

- b) Local community services such as carwashes, snow-shoveling;
- c) Collection of recyclable articles such as bottles, newspapers, egg cartons;
- d) In-school sales to students only, such as hot dog sales, bake sales, craft sales, cake walks;
- e) Sales of commercial products such as spices, fruit, magazines, etc.
Please note
 - *The sale of chocolates is permitted occasionally and not more frequently than once every two years.*
 - *Schools will consider the sale of Fair Trade materials wherever possible.*
- f) Solicitation of monies for sponsorship of walkathons, cyclathons, swimathons, marathons;
- g) Raffles.

2. The following activities are discouraged by the Board:

- a) Games of Chance:

Schools may not run games of chance (i.e. bingo), but a sponsoring organization may run the game for the school or project with proceeds being designated to the school or specific project. No organization shall run an activity under the name of the school, unless prior approval is given by the principal, nor shall any organization use the name of the School Division to raise funds without prior approval of the Superintendent;

- b) Activities which promote high pressure sales, from outside sources, telephone solicitation, with the exception of ads for year books.

- 3. The main purpose of a fund-raising activity must be clearly defined.
- 4. Fund-raising activities must not infringe on instructional time.
- 5. The Board supports activities which give an honest and fair return and which do not degrade or demean students or staff.

6. The safety of students will be a paramount importance.
7. Caution shall be exercised in fund-raising activities where students under 16 years of age are involved in work/labour situations.
8. The school's community is to be informed of all planned fund-raising projects.

II Procedures

- A. Where the students, teachers and principal plan to conduct out-of-school fund-raising activities:
 1. All necessary permits must be obtained before proceeding.
 2. Schools will not rely on the sale of non-nutritious foods for fundraising. (see School Food & Nutrition – 1.B.155 for more information).
 3. Students will be allowed to take part in fund-raising projects only if parents/guardians are informed of the project at least two (2) weeks prior to the event, and they are made aware that their child's involvement is on a voluntary basis and may be excluded by contacting the school. (Written permission from parents/guardians may be required, at the principal's discretion.)
- B. The school administration shall supervise the maintenance of proper accounting procedures and records.
- C. Student fees may be levied when funds raised are not sufficient to meet the needs of a particular activity or project (e.g. special trips, ski trips, etc.) these fees shall be levied only after support from parents is demonstrated.