

FUNDRAISING

Background

Schools may find it necessary or desirable to raise funds for certain projects. Funds raised are to be used to benefit students, enhance the quality and relevance of education for learners and contribute to the development of responsible citizens. Fund raising is permissible provided procedures contained in this Administrative Procedure are followed.

Procedures

1. Fund raised dollars are not to be used for instructional purposes or items required to complete a core course.
2. All funds raised shall be used solely to fund student activities and programs for which the funds were raised and to the benefit of the students who raised the funds.
3. All fund raising activities shall be authorized in advance by the Principal in consultation with the staff and Parent / School Council; keeping in mind community impact and perceptions.
4. Acceptable forms of fund raising include:
 - 4.1 Lotteries, raffles or gaming events approved by the Alberta Gaming Commission;
 - 4.2 Sale of usable products; or
 - 4.3 Provision of worthwhile services.
5. Participation in fund raising activities is to be voluntary.
6. Parents are to approve of student participation in fund raising activities.
7. The Principal, or designate, shall ensure that receipt of funds and disbursements are subject to appropriate accounting standards. The accounts will be audited periodically by the Secretary-Treasurer.
8. Principals may from time-to-time give approval for organizations of charitable or service nature to conduct fund raising activities within or through the school. Examples of these are:
 - 8.1 Collecting funds for UNICEF (United Nations Children's Fund) at Halloween.
 - 8.2 Receiving contributions for the Canadian Legion Poppy fund prior to Remembrance Day.

8.3 Collecting funds, food, toys, etc., in conjunction with local organizations such as the Christmas Bureau.

Adopted/Revised: JUN 2016/FEB 2017/NOV 2019

Reference: Section 33, 52, 53, 55, 68, 197, 222, 256 Education Act
Charitable Fund-Raising Act
Gaming and Liquor Act
Income Tax Act
Public Contributions Act