

Administrative Procedure 520

FUNDRAISING

Background

The Division recognizes the desire of some parents, staff and/or students to raise funds to spend to enhance the learning experience of students at our schools. It is the intent of this procedure to encourage schools to approach fundraising in a coordinated manner. Alberta Education is now requiring that school-generated funds be accounted for as part of the school's and the Division's financial statements. It is hoped that a planned, coordinated approach to fundraising will make accounting for these funds less complicated. It is also hoped that planning will result in raising adequate funds necessary to meet budget or project needs. It is not the intent of the Division that current fundraising projects that provide benefits to students cease.

The Division supports fundraising at the school level to enhance the learning experience of the students. The Division does not support the use of school-generated funds to purchase items or services which are normally the responsibility of the Division to provide. The Division is committed to ensuring equity amongst all the schools in the Division.

Procedures

1. Fundraising activities shall be in accord with Division Catholic philosophy.
2. Effective March, 1, 2010, the Superintendent of Schools shall not permit the District, any school, school council, or school associated fundraising society to participate in a bingo or casino for fundraising purposes. Furthermore, without limiting the scope of the above statement by the following list, the Superintendent of Schools shall:
 - 2.1 Ensure that the Division, its schools, school councils, and associated fundraising societies, do not initiate, or participate in, the organization or operation of a bingo or casino for fundraising purposes;
 - 2.2 Ensure that the Division, its schools, school councils, and associated fundraising societies; do not accept money from any organization that relies solely on bingos and/or casinos for its revenues.
 - 2.3 Permit the Division, its schools, school councils and associated fundraising societies, to apply for, and receive, government grants that are resourced with gambling revenues.
- 3 School Councils cannot fundraise.



- 4 Schools may have fundraising societies.
- 5 All fundraising societies connected to Division School's must follow this administrative procedure.
- 6 Funds raised at the school are to be used for the benefit of students.
- 7 All funds raised at the school will be accounted for. A standardized format will be developed by the Division in consultation with the schools, and schools can expect assistance in financial matters from the Secretary-Treasurer.
- 8 School fundraising is to be done for specific projects, and funds are to be expended on the projects for which they were designated,
- 9 Expectations of the role of students and parents in any fundraising project will be clearly communicated to parents and students involved.
- 10 It will be the responsibility of the principal to determine how best to co-ordinate fundraising projects.
- 11 As part of the budget preparation process, the principal will review with the school staff and the School Council, the fundraising projects for the upcoming year. It is assumed that during this review, any conflicting times and/or activities will be reconciled.
- 12 Following the budget preparation process and no later than September 30, the School Council Chair will submit to the Superintendent a copy of the fundraising plan for the upcoming year. During the course of the year, the Division shall be notified of any material changes to this plan.

Reference: Section 20, 22, 27, 60, 61, 113, School Act

