



Rationale

It is recognized that the schools raise funds in order to carry out established or innovative student programs that are not underwritten by the local school council budget. Fundraising activities are most often initiated by staff, parents and/or students. It is recognized that there must be a level of commitment required by parents/guardians, the school community and, in some cases, the students, to participate in fundraising activities.

Policy

The Board of Directors supports fundraising activities initiated by the schools. The Board of Directors further believes that the Principal of the schools must ensure that fundraising complies with the regulations of this policy and does not have a detrimental effect on regular instructional time.

Regulation

When considering fundraising the following questions should be examined:

- How is the school represented?
- What are the educational opportunities?
- What skills are developed?
- How does the project contribute to community/social justice?
- Is the project curricular, co-curricular or extra-curricular?
- How will the school benefit?

1. Fundraising planning shall always take into consideration the safety of the participants.
2. All fundraising activities that involve students should encourage student participation but have a minimal effect on regular instruction time.
3. All fundraising activities conducted under the school name, including sponsorship, must have the approval of the Principal.
4. The School Council shall approve all local fundraising and may veto any fundraising proposal.
5. Fundraising activities should be coordinated so as not to detract from each other.

Procedures:

- The Principal, representatives of the School Council and the fundraising groups will hold an annual coordinator meeting to be held in the spring of



each year to plan the majority of the fundraising activities for the following year.

- Local School Based Fundraising - The Principal or delegate will submit a completed application form for approval to the School Council in advance of any fundraising enterprise.
- Sponsors of fundraising activities will ensure that donors know for what purpose funds are being raised and what items or services, if any, the donors may receive.
- Students involved in fundraising must carry school identification (student card or authorization letter).
- Parents must be informed of pertinent fundraising information.
- Products sold auctioned or raffled, whenever possible, should be of Canadian origin.
- Sponsors of lotteries, raffles, casino night events must comply with appropriate government licensing regulations.
- Each student fundraising activity and location should be appropriate to the ages of the students involved.
- Class time shall not be taken by outside commercial agencies to promote school fundraising activities.
- In the case of charitable causes the following regulation shall apply:
 - Charitable Causes initiated in the School:
 - School initiated fundraising activities for charitable causes are permitted at the discretion of the Principal (Think Fast, Foster Child, Eritrea).
 - Charitable Causes initiated Outside the School
 - All proposals for school participation in fundraising activities for charitable causes initiated outside the school must first be submitted in writing to the Principal. No such activity is permitted without prior written approval from the Principal or delegate (United Way, etc.).
 - See Policy 620 Charitable and Service Organization Protocols
- In case of Commercial Ventures in Schools (e.g. book fairs) the Principal shall ensure:
 - That he/she is informed of the nature of the activity and is aware of the date(s) proposed for the venture;
 - That the activity is strictly voluntary;
- Upon completion of the school based fundraising activity a short report, including a financial breakdown, must be submitted to the Principal outlining the results of the project. The Principal shall forward the report to the School Council for their review.



Island Catholic Schools

SCHOOL/COMMUNITY RELATIONS

FUNDRAISING 904

Reference:	Approved
	Date Approved: November 2001
Cross-reference: Policy 620 Charitable and Service Organization Protocols	Date(s) Revised: February 2014