

## **POLICY II – School Sponsored Fund Raising**

The Board acknowledges that citizenship, learning and financial benefits can accumulate through appropriate fund raising activities.

### **PURPOSE**

To provide a transparent fundraising process to ensure accountability.

### **GUIDELINES & PROCEDURES**

1. The safety of participants is to be the first priority in any fund raising projects.
2. Financial implications for parents and the community must be considered.
3. School based fund raising must be directed toward the support of:
  - a) a school authorized activity or project;
  - b) a capital project authorized by the Superintendent;
  - c) a charitable cause.
4. Fund raising projects should have an employee coordinator or liaison with administration.
5. Acceptable forms of fund raising include the:
  - a) sale of a usable product to the consumer;
  - b) provision of a worthwhile service to the consumer;
  - c) receipt of funds and/or services.
6. No Division employee or volunteer involved in a fund raising activity shall be in a position to profit financially from that activity, either directly or indirectly.
7. Refunds from fund raising activities shall not be issued.
8. Fund raising must be compatible with the following:
  - a) Funds raised should complement – not replace – public funding for education;
  - b) Decisions on fund raising activities and the expenditure of fund raised dollars shall be made in consultation with school administration. Fund raising goals shall be developed in advance of the fund raising activity and documented and communicated to the community and students involved.
  - c) Contingency plans for both additional revenue and additional costs should also be documented. The contingency plan shall not include reimbursement of activity fees either directly or indirectly to students or parents of students involved.
  - d) Participation in fund raising activities shall be voluntary;
  - e) No student should be excluded from an event or program because the parents did not contribute to a voluntary fund raising activity. The parent may be required to make an appropriate contribution to the event or program;
  - f) Schools shall maintain a record of revenue and expenditures for all school sponsored revenue generating projects and keep on file a financial statement of each project.

## **REFERENCES**

### **Cross References:**

[Policy HGCG](#) – Off- Site Activities

### **Legal Reference:**

[Education Act](#) – Section 53

ASBA Policy Advisory on Fund Raising

[Government of Alberta's Code of Professional Conduct for Teachers and Teacher Leaders](#)

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