

<b>Policy Title</b>	<b>Fundraising in Schools</b>		
<b>Date of Issue</b>	April 20, 1999	<b>Related Procedure</b>	AP 4657-D to AP 4661-D inclusive
<b>Revision Dates</b>	May 16, 2007; February 21, 2012 (rev. Rationale-Strategic Plan); May 21, 2013; September 17, 2019	<b>Related Forms</b>	AF 4655
<b>Review Date</b>	September 1, 2024	<b>Originator</b>	Board of Trustees
<b>References</b>			
Municipal Freedom of Information and Protection of Privacy Act; Ministry of Education, Guideline for School Fundraising (2012) ; BP 1401-D “Conflict of Interest”; BP 6803-D “School Food and Beverages; BP 6303-D “Equity and Inclusive Education”; BP 2360-D “Community Planning and Partnerships”; Ontario Lottery and Gaming Corporation Act, 1999; BP 5602-D “Field Trips”			

**1.0 RATIONALE**

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 Bluewater District School Board recognizes that parents and communities may choose to support their schools through fundraising activities, and that the activities have the potential to enrich the experience of our students and help build a broader sense of community.
- 1.3 Fundraising should reflect the values and expectations of the school community, including those of parents, students, staff, and school board trustees.

**2.0 POLICY**

- 2.1 It is the policy of Bluewater District School Board to use fundraising activities to raise money for school activities, for improvement of the school environment, or for charitable causes.
- 2.2 The board recognizes the educational benefits that may be realized by students who participate in well-planned, effectively organized fundraising programs in schools.

**3.0 DEFINITIONS**

**Fundraising**

Fundraising is any activity, permitted under a school board’s policy, to raise money or other resources, that is approved by the school principal with the advice of the school council, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

**School-Generated Funds**

School-generated funds are funds that are raised and collected in the school or broader community in the name of the school-by-school groups, school councils or parent administered groups. These funds are administered by the school principal, and are raised or collected from sources other than the school board’s operating and capital budgets.

School-generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties (e.g., tour operators and hot lunch programs).

**School Community**

The school community refers to students, parents, guardians, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as other, who support the local school and student achievement.

**4.0 SYSTEM EXPECTATIONS**

- 4.1 The board delegates to the principal the right to approve all fundraising activities in accordance with school board policies, and with advice and input from the school community, including the Home and School Association, if one is present.
- i. School-generated funds governed by this policy do not include funds raised by the Ontario Federation of Home and School Associations (OFHSA) as an incorporated entity for funds that are in their possession.
  - ii. The principal of the school should refer to this policy and related procedures when accepting donations or the proceeds from fundraising activities undertaken by OFHSA or its units.
- 4.1 Fundraising should have a designated purpose and must be used to complement, not replace, public funding for education. The purposes for which funds are collected shall be consistent with the Bluewater District School Board's Mission and Values. The proceeds should be used for the intended purpose.
- 4.2 Activities should support student achievement and well-being and should not detract from the learning environment.
- 4.3 Fundraising activities may take place on or off school property. The safety of students must be a primary consideration in all fundraising activities. These activities require supervision and should be age-appropriate.
- 4.4 Fundraising activities must be compliant with:
- i. Municipal, provincial, and federal legislation;
  - ii. Ministry of Education's 'Guideline for School Fundraising (2012)';
  - iii. Board policies and their related procedures, BP 1401-D "Conflict of Interest", BP 6803-D "School Food and Beverages", BP 6303-D "Equity and Inclusive Education", BP 2360-D "Community Planning and Partnerships", BP 5602-D "Field Trips";
  - iv. the Broader Public Sector Procurement Directive.
- 4.5 Fundraising within the context of the Ontario Lottery and Gaming Commission is not encouraged. Should a school wish to obtain a licence under the Ontario Lottery and Gaming Corporation Act, a request should be made through the Superintendent of Business Services.
- 4.6 At the beginning of each school year, the principal of schools engaged in fundraising will prepare an annual fund raising plan (see AF 4655) in consultation with and upon the advice of school council and /or a school fundraising committee operating in the name of the school. The plan will include all planned fundraising activities by classrooms, teams, school councils, etc. The allocation of funds raised shall be fully disclosed at the beginning of the process.
- 4.7 Each fundraising group is encouraged to consult with neighbouring schools and the wider community to ensure co-ordination of community fundraising activities to decrease any overlap or duplication of activities.
- 4.8 Participation in fundraising activities is strictly voluntary. No individual should feel compelled to participate, nor should they be subject to penalties, or be denied benefits, if they choose not to participate.
- 4.9 The collection and distribution of funds raised must comply with financial reporting practices to ensure consistent and transparent reporting to external stakeholders and the school community.
- 4.10 The school will provide annual reporting to the school community and to board staff, as identified on AF 4655.

- 4.11 All fundraising arrangements are subject to the board's regular audit process and system accountability. Appropriate safeguards must be in place regarding the collection, deposit, recording and use of public funds.
- 4.12 Privacy must be respected. Personal information of staff, students or other individuals is not to be shared for the purposes of fundraising without prior consent.