



FUNDRAISING

Legal References: *Education Act Regulation 298, Section 25: Canvassing and Fundraising*

Related References: *Ministry of Education Memo – 2012:B10 Fundraising Guideline*
Board Policy 4008 – Segregation of Duties & Signing Authority;
Board Policy 1003 – School Councils
Administrative Procedure 1570 - School Councils;
Administrative Procedure 4690 – School Funds;
Administrative Procedure 4400 – One-Over-One Approvals

Effective Date: *September 1, 2012*

Revisions:

Reviewed:

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, in consultation with the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection.

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 others, who support the local school and student achievement.

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to support and encourage fundraising activities that enrich the experience of our students and help build a broader sense of community outside of the school experience.
 - 1.1.1 Fundraising should reflect the values and expectations of the school community.
 - 1.1.2 School communities should be aware of how the proceeds of their fundraising activities will be used.
 - 1.1.3 In determining fundraising activities, consideration must be given to the purposes and principles of public education including diversity, accessibility, equity and inclusivity.
 - 1.1.4 Fundraising conducted at the school level should be conducted under the guidance of the school principal in accordance with the Waterloo Region District School Board policies that promote accountability for the handling and management of the proceeds raised.
 - 1.1.5 Funds raised for school purposes should complement and not be used to replace public funding for education and should not be used to support basic items funded through provincial grants or for capital projects that significantly increase operating costs.
 - 1.1.6 The purposes for which funds are collected must be consistent with the mission and values of the Waterloo Region District School Board.
 - 1.1.7 Activities engaged in should support student learning and not detract from the instructional day.

- 1.1.8 Participation in fundraising activities must be voluntary and the privacy and personal information of those involved must be protected.
- 1.1.9 Undertaking fundraising activities should not provide personal gain to any staff member, student or volunteer.
- 1.1.10 Administrative expenses associated with conducting fundraising activities should be minimized.

2. Safety

- 2.1 The fundraising activities must protect the safety of students.
- 2.2 Age appropriate activities and proper supervision must be put in place.
- 2.3 The appropriate safeguards for collection, deposit, recording and use of funds must be instituted.
- 2.4 Students participating in fundraising should not be held responsible for any loss that may be incurred.

3. Accountability and Transparency

- 3.1 The use of fundraising proceeds must be communicated to the school community on a timely basis.
- 3.2 Fundraising must be conducted for a designated purpose and utilized in that manner.
- 3.3 The school community should advise and assist as necessary with fundraising ventures.
- 3.4 No person (staff, volunteers or community business interests) should benefit materially or financially from the fundraising activity.
- 3.5 Transparent financial reporting practices must be in place.

4. Equitable Opportunities

- 4.1 Not all schools have the same capacity to conduct fundraising activities; therefore some schools may have resources which exceed those available to students at other schools.
- 4.2 Schools are encouraged to consider assisting other schools whenever possible and as deemed appropriate by the school community.
- 4.3 Funds raised may be forwarded directly to a targeted school or contributed to a central fund through the Waterloo Education Foundation, Inc. (WEFI) to be distributed as determined by the fundraising school.

5. Fundraising Activities

- 5.1 Fundraising activities must be compliant with:
 - 5.1.1 Municipal, provincial, and federal legislation
 - 5.1.2 Ministry of Education guidelines and policies, such as the School Food and Beverage Policy, Equity and Inclusive Education Strategy, Facility Partnerships Guideline and the Broader Public Sector Procurement Directive.
- 5.2 Capital projects supported by fundraising proceeds should:
 - 5.2.1 Be complementary to publicly funded education
 - 5.2.2 Not result in an increase in the facility capacity of a school
 - 5.2.3 Not result in a significant increase in school or board operating or capital costs
- 5.3 Examples of Acceptable Uses of Fundraising Proceeds
 - 5.3.1 Assistance funds

- 5.3.2 Supplies, equipment or services which complement or enhance items funded by provincial grants
 - 5.3.3 Field trips or other excursions
 - 5.3.4 Guest speakers or presentations
 - 5.3.5 Ceremonies, awards, plaques, trophies or prizes for students
 - 5.3.6 Scholarships or bursaries
 - 5.3.7 Extracurricular activities and events
 - 5.3.8 School yard improvement projects
 - 5.3.9 Upgrades to sporting facilities
 - 5.3.10 Support for activities that are unique to the cultural character of the school
- 5.4 Examples of Unacceptable Uses of Fundraising Proceeds
- 5.4.1 Items funded through provincial grants such as basic classroom learning materials and textbooks
 - 5.4.2 Facility renewal, maintenance or upgrades funded through provincial grants
 - 5.4.3 Infrastructure improvements which increase the student capacity of a school or are funded by provincial grants
 - 5.4.4 Goods or services for employees, where such purchases would contravene the *Education Act* or represent a conflict of interest
 - 5.4.5 Professional development including support for teacher attendance at professional development activities
 - 5.4.6 Administrative expenses not associated with fundraising activity
 - 5.4.7 Support for partisan political activity, groups or candidates
 - 5.4.8 Payment for staff or any board employee