



FUNDRAISING

Responsibility:	<i>Superintendent of Business Services and Treasurer</i>
Legal References:	<i>Education Act Regulation 298, Section 25: Canvassing and Fundraising</i>
Related References:	<i>Ministry of Education Memo – 2012:B10 Fundraising Guideline</i> <i>Board Policy 4008 – Segregation of Duties and Signing Authority</i> <i>Board Policy 1003 – School Councils</i> <i>Administrative Procedure 1570 – School Councils</i> <i>Administrative Procedure 4690 – School Generated Funds</i> <i>Administrative Procedure 4400 – One-Over-One Approvals</i> <i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i> <i>R.S.O. 1990, c. M.56</i> <i>Ministry of Education School Fundraising Guideline</i> <i>Broader Public Sector Expenses Directive 2020</i> <i>Broader Public Sector Procurement Directive</i> <i>Ministry of Education School Food and Beverage Policy</i> <i>Ministry of Education Equity and Inclusive Education Policy</i> <i>Ministry of Education Community Planning and Partnership Guideline</i>
Effective Date:	<i>September 1, 2012</i>
Revisions:	<i>October 16, 2017, December 11, 2023</i>
Reviewed:	<i>June 22, 2015</i>

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. By regulation, fundraising by schools/school councils is required to be in accordance with Waterloo Region District School Board (WRDSB) policies.

School Community

The school community refers to students, families, caregivers, 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 WRDSB to support and encourage fundraising activities so that students have an enriched school experience and they build a broader sense of community outside of school.

2. Safety

- 2.1 All fundraising activities must protect the safety, security and privacy of students.
- 2.2 Developmentally 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 Fundraising activities should reflect the values and expectations of the WRDSB.
- 3.2 The purposes for which funds are collected must be consistent with the Multi-Year Strategic Plan of the WRDSB.
- 3.3 A fundraising plan must be developed to determine the need for funds within the school or school community before any fundraising activities are undertaken. The plan should be co-developed by school council and the administrator.
- 3.4 In determining fundraising activities, consideration must be given to the purpose and principles of public education including diversity, accessibility, equity and inclusivity.
- 3.5 Fundraising must be conducted for a designated purpose which is to be communicated to the school community and utilized in that manner on a timely basis. Should the fundraising result in excess funds, the use of the funds is to be communicated to the school community.
- 3.6 Fundraising conducted at the school level must be approved by the school principal and conducted in accordance with the WRDSB policies and procedures that promote accountability for the handling and management of the proceeds raised.
- 3.7 Funds raised must complement public funding for education and cannot be used to support basic items funded through provincial grants or for capital projects that increase operating costs.
- 3.8 Fundraising activities should support student learning and not detract from the instructional day.
- 3.9 Participation in fundraising activities is voluntary and should be communicated to students and families in such a way that no one feels obligated to participate.
- 3.10 No person (staff, student, volunteers or community business interests) should benefit materially or financially from the fundraising activity.
- 3.11 Administrative expenses associated with conducting fundraising activities should be minimized.
- 3.12 Transparent financial reporting practices must be in place.
- 3.13 The school community should advise and assist as necessary with fundraising ventures.

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. Funds may be 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 Fundraising Guideline, 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 must:
 - 5.2.1 Be complementary to publicly funded education and follow WRDSB policies and procedures;
 - 5.2.2 Not result in an increase in the facility capacity of a school;
 - 5.2.3 Not result in an increase in school or board operating or capital costs.
- 5.3 Examples of Acceptable Uses of Fundraising Proceeds
 - 5.3.1 Student 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;
 - 5.3.11 Third party charitable organizations.
- 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, and technology (student and staff chromebooks, laptops etc.);
 - 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 staff, 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 services provided by WRDSB staff.