

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

FUNDRAISING	PROCEDURE
EFFECTIVE: 2013 04 23 / 2018 11 27	

APPLICABLE REFERENCES:

- Policy - Fundraising
- Policy, Procedure, and Guidelines – School Generated Funds
- Policy and Procedures – Purchasing
- Policy and Procedures – Student Fees
- Policy and Procedures – Catholic School Community Council
- Facility Services Procedural Guidelines
- Information Services Procedural Guidelines

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Treasurer of the Board will be responsible for the implementation of this policy and procedure.
- 1.2 The Manager – Financial Services and the Manager – Planning and School Business Support Services will be jointly responsible for developing and maintaining fundraising guidelines.
- 1.3 The Principal will inform all individuals involved in fundraising activities, of this procedure and the applicable fundraising guidelines.
- 1.4 The Principal will approve all school fundraising activities in the school.
- 1.5 The Director of Education will approve all Board wide fundraising activities.

2.0 Expectations

- 2.1 Fundraising must have a designated purpose and the proceeds shall be used for that purpose.
- 2.2 Funds that are raised for school purposes shall be used to complement, not replace, public funding for education.
- 2.3 The purposes for which funds are collected shall be consistent with the school board's mission of Catholic education and values.
- 2.4 Participation in fundraising activities is strictly voluntary. No individual should feel compelled to participate in any fundraising activity, nor should they be subject to penalties or be denied any benefits, if they choose not to participate.

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- 2.5 The school community is welcome to provide input, support and participate in approved fundraising activities in collaboration with the Principal.
- 2.6 Privacy must be respected. The personal information of staff, students or other individuals is not shared for the purposes of fundraising without prior consent and in accordance with the Board's Privacy Policy and Procedures. (The use of personal information by school boards is governed by the *Municipal Freedom of Information and Protection of Privacy Act*).
- 2.7 The safety of students is a primary consideration in all fundraising activities. Canvassing by students requires a heightened level of consideration for student safety and must be approved by the Principal.
- 2.8 A fundraising activity shall not result in any person, including school board staff or volunteers, benefiting materially or financially from the activity.
- 2.13 Fundraising activities must be compliant with municipal, provincial, and federal legislation and Ministry of Education guidelines and policies.
- 2.14 All fundraising activities must comply with Board Policy, Procedures and Guidelines: Purchasing, School Generated Funds, Student Fees, Catholic School Community Council, Facility Services Procedural Guidelines; and Information Services Procedural Guidelines.
- 2.15 Fundraising guidelines must be developed, maintained and posted for use by Principals and Secretaries on the Board's internal web-site. The guidelines will include:
- (i) Examples of acceptable and unacceptable uses of fundraising proceeds;
 - (ii) Best practices related to fundraising activities; and
 - (iii) Accountability and reporting requirements for fundraising.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

DEFINITIONS:

Canvassing – The act of going door-to-door and soliciting support for a cause.

Fundraising - 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, and upon the advice of 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. Such activities may take place on or off school property.

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.