

FUND-RAISING ACTIVITIES

Background

Students, staff and parents may wish to raise funds to benefit students, enhance the quality and relevance of education for learners and contribute to the development of responsible citizens. Participating in any fund-raising activity shall be voluntary for Division students and staff.

Principals are responsible for the administration of this administrative procedure.

Procedures

1. Principals are responsible for authorizing and coordinating fund-raising programs within their school and amongst the schools of the region to avoid over-canvassing (i.e. High River, High Country, Okotoks).
 - 1.1 Principals are responsible for advising School Councils of such programs and ensuring there is no conflict between the school and the school parent/community/ societies fund-raising programs.
 - 1.2 Canvassing is to be limited to the attendance area served by the school.
 - 1.3 Decisions on fund-raising activities and the expenditure of fund-raised dollars are to be made in consultation with principals, staff, students, School Councils and parents. Fund-raising goals are to be developed in advance of the fund-raising activity.
2. Monies derived from fund-raising activities shall not be used to add to a school's teaching or support staff allocations.
3. The Superintendent's office must be provided with prior notice of any fund-raising project where the estimated revenue is fifty thousand dollars (\$50,000) or greater.
4. Equipment and/or supplies purchased with monies derived from fund-raising activities shall become the property of the Division, and will remain under the control of the school.
5. Written procedures shall be established by the school administration for the safe-keeping and accounting of fund-raising monies and inventory. Copies shall be given to staff involved in the fund-raising activity.
6. Organization, management and operation of fund-raising activities shall have minimal impact on educational programs and instructional time for students.
7. Each Principal will be responsible for the creation of a school-based policy on fund-raising activities, and will advise other schools in its area of activities.
8. Any fundraising efforts requiring licensing from the Alberta Gaming and Liquor Commission must be registered in accordance with AGLC's requirements.

9. All fund-raising activities are subject to internal audit pursuant to Administrative Procedure 510 – Financial Accountability and Audit.
10. No fund-raising contracts involving financial risk will be undertaken unless the school has sufficient resources to meet the minimum financial liabilities of such a contract.
 - 10.1 A copy of the contract is to be forwarded to the Assistant Superintendent, Corporate Services for review and signature.

Reference: Relevant Legislation and Guidelines