

FUNDRAISING

Background:

Schools may wish to engage in fundraising. Fundraising activities must be compatible with the best interests of the students, school staff, and community and must not detract from curricular activities.

Definitions:

Continuous Fundraising:

is any fundraising done for general purposes. This would include hot lunch programs, concessions, Student Union Ticket Paks, etc.

Online Platform Fundraising:

uses an online website or program to solicit and/or collect donations or fundraising monies. This includes crowdfunding websites such as GoFundMe.com and Kickstarter.com, as well as online giving organizations such as Benevity.

Specific Fundraising:

is done for a special event or purpose. This would include school trips, a playground project, graduation, etc.

Procedures:

1. Participation by all stakeholders in fundraising activities shall be voluntary.
2. Before any fundraising is done in the name of a Division school or school-related activity, it must be approved, in writing, by the Principal.
 - 2.1. Specific fundraising done in the name of a Division school or school-related activity must have written guidelines developed that:
 - 2.1.1. clearly identify the purpose to which the funds raised will be applied; and
 - 2.1.2. indicate how excess funds shall be spent and how any shortfall shall be addressed.
3. Fundraising cannot designate a specific individual as the beneficiary (this does not apply to parent fundraising societies).
4. If online platform fundraising is being considered (for continuous or specific fundraising), the Principal/Director shall contact the Secretary-Treasurer for consultation prior to initiating the fundraising.
5. The Principal is responsible for ensuring proper accounting of the income and expenditures for all fundraising activities.
6. As requested, individuals or businesses providing financial support directly to the Division may be provided with a charitable tax receipt, provided they meet the criteria outlined in [Administrative Procedure 526: Donations](#).

7. All materials and equipment purchased through fundraising shall become the property of the Division.

Reference:

Section 52, 53, 55, 68, 197, 222, 256 *Education Act*

Charitable Fund-raising Act

Gaming, Liquor and Cannabis Act

Income Tax Act (R.S.C., 1985, c. 1 (5th Supp.))

Election Finances and Contributions Disclosure Act (RSA 2000 c. E-2)