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### **Fundraising**

The St. James-Assiniboia School Division recognizes that schools may wish to hold public fundraisers to supplement their budgets for school related activities or to support charitable organizations. Such efforts can promote a strong partnership between the home, the school and the community and provide a learning opportunity for students.

All School and Parent Group fundraising shall adhere to the Fundraising policy. It is expected that Senior Administration will review this policy annually with School-based Administration, who will subsequently ensure that the policy is reviewed with their Parent Groups at the inaugural meeting. The discussion shall be recorded in the meeting minutes.

#### 1. Fundraising Requirements

- a) All fundraising activity and sponsorships must be appropriate and strive to avoid conflict of interests for members of the school community.
- b) The proceeds of fundraising activities shall be spent in accordance with the advertised purpose of the fundraiser. Proceeds generated by a fundraising activity shall never be made payable to students or parents for their personal efforts.
- c) Fundraising involving door-to-door activity should be discouraged, especially for elementary school students.
- d) The use of instructional time for fundraising activity should be minimal.
- e) Policy CGE – Nutrition should be observed when selecting a fundraising activity.
- f) The sale of alcohol is deemed to be inappropriate as a School Fundraiser. However, alcohol could be provided at a Parent Group organized fundraising function directed at adults, if it is on a cash bar basis with no financial benefit earned by the School, Students or Parent Group. In adherence to Policy JICHA Alcohol in School Buildings, these functions shall not be held on School Division property.

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- g) Fundraising efforts should strive to earn only what is needed for their intended purpose and should not be used to create a surplus. It is expected that funds generated will benefit the students during the same School Year.
- h) The School may hold only one school wide fundraising campaign in a school year. School related groups may hold smaller fundraisers on an as needed basis.
- i) All fundraising is subject to review by the School Division's Internal Audit Department to ensure that funds are collected and disbursed in an acceptable manner.

2. Procedures

- a) All fundraising activities shall receive prior approval from the Principal, including those held by a Parent Group. The Principal has definitive authority and responsibility for all aspects of fundraising activities.
- b) In the event that a student should seek corporate sponsorship under the auspices of a school team, club or activity in lieu of or in addition to other forms of fundraising to be used to offset participation fees, the following information must accompany/support sponsorship payments received:
  - Participant's Name
  - Name of team, club or activity
  - Sponsor Company Name
  - Sponsor Contact Name
  - Sponsorship Amount
  - Clear identification & description of service(s) provided (if any) in return for corporate sponsorship received
  - Intended purpose for which sponsorship was soughtSuch sponsorship shall receive prior authorization of the Principal and shall adhere to Divisional Conflict of Interest policy GBEA. All payments must be made payable to the School.
- c) Schools may submit a request for permission to sell plaques for an interior donor wall that supports a significant project to the

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Secretary-Treasurer/CFO's Department for review. Submissions must observe Policy FFC Signage and include:

- detail of project requiring fundraising (project must have already been approved)
  - sale price
  - duration of fundraising period
  - location
  - size
  - material
  - plan for maintenance (if required)
  - minimum & maximum estimated length of time for donor wall to exist
- c) Any municipal, provincial or national licensing requirements for a specific fundraising activity shall be complied with. For example, all raffle, pool and 50/50 fundraisers are subject to the Manitoba Gaming Control Act and a license is required by law.
- (<https://lqcamb.ca/gaming/charitable-gaming/raffle/>)
- d) The Principal is to communicate to the catchment area the purpose of the fund drive and the manner in which the funds will be expended.
- e) The contents of this policy shall be reviewed with the parents of students involved in fundraising by either the Principal or teacher designate.
- f) Within one month of the conclusion of a fundraising activity, a summary of revenues earned and an outline of the intended manner in which the funds will be expended shall be forwarded to the Secretary-Treasurer/Chief Financial Officer and made available for interested parties on request.

### 3. Parent Advisory Council Fundraising

Only Parent Groups organized according to Policy KMA and KMA-R-1 are permitted to participate in fundraising activities. Fundraisers may be held on an as needed basis to support school related activities.

Parent Advisory Councils are not permitted to charge fees in lieu of fundraising as outlined in Policy JQ.

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