

CRITERIA FOR THE APPROVAL OF FUNDRAISING ACTIVITIES AT DORVAL ELEMENTARY SCHOOL

Adopted: February 9, 2010

Revised: April 19, 2011; May 6, 2014; November 28, 2017

1. BACKGROUND

Article 94 of the Education Act states the following: "the governing board may, in the name of the school board, solicit and receive gifts, legacies, grants and other voluntary contributions from any person or public or private organization wishing to provide funding for school activities. The governing board may not, however solicit or receive gifts, legacies, grants or other contributions to which conditions incompatible with the mission of the school are attached, particularly conditions relative to any form of commercial solicitation. The contributions received shall be paid into a designated fund created for that purpose in respect of the school by the school board; the funds making up the fund and the interest earned shall be appropriated to the school. The school board shall keep separate books and accounts for the operations of the fund. The management of the fund shall be supervised by the governing board; the school board must, at the request of the governing board, give access to the records of the fund and provide the governing board with any account, report or other information relating to the fund." Furthermore, the Ministry of Education's Guidelines for Schools on Advertising and Financial Contributions explains: "this power is granted only to a governing board and may therefore not be exercised by a staff member of the school or a parent, without prior authorization from the governing board".

2. DEFINITIONS

The Education Act limits the source of revenue a school may have to funds allocated to the School by the school board and contributions solicited by the governing board. The Consumer Protection Act further regulates the solicitation of contributions to a school. The governing board must abide by these laws when approving fundraising activities.

3. CRITERIA FOR THE APPROVAL OF FUNDRAISING ACTIVITIES

The following criteria must be used for the approval of all fundraising activities at Dorval Elementary School

3.1 - Conformity with the Education Act and the Consumer Protection Act "A contribution or donation may not be accompanied by a condition stipulating that students, their parents and, in general, persons at the school will be subjected to commercial solicitation and encouraged to purchase certain goods or services."

3.2 - Conformity with the Educational Project and Mission Statement of Dorval Elementary School Any and all fundraising activities undertaken by any member of the Dorval Elementary School community must be in conformity with the Educational Project and Mission Statement of Dorval Elementary School. Furthermore, the fundraising activities and the corporate ethics of the institution(s) involved must be appropriate in nature for association with this school. Finally, the product(s) and the advertising associated with the product(s) must be appropriate in nature for students to promote.

3.3 - Fundraising Focus

The focus of a fundraising activity must be clearly stated to the Governing Board in the request for approval for fundraising. Once approved, the focus of a fundraising activity, or activity benefactor, must be made clear to all concerned during the fundraising campaign.

3.4 - Prior approval by the Governing Board

Any and all fundraising activities undertaken by any member of the Dorval Elementary School community must obtain Governing Board approval prior to the start of the fundraising campaign. The following shall apply:

- Approval must be obtained from the administration before coming to Governing Board; information regarding the nature, the exact dates and the purpose of the fundraiser must be provided, on the prescribed form, to the Governing Board one week prior to the Governing Board meeting at which approval is being sought.
- Dates of fundraising activities cannot be changed unless the Governing Board revisit and approve the dates.
- The Governing Board must ensure that there is a balance in the amount of fundraising activities that are occurring at any one period of time.

3.5 - Appropriate Accounting Practices

The fundraising activity coordinator must follow appropriate accounting practices of recording revenues and expenditures. The activity coordinator must provide a brief report of accountability to the governing board within the month following the fundraising activity in accordance with the Education Act. More than one person must be present when monies are collected and counted, and minors must always have an adult present when handling money. A chart is provided on the verso of the Fund-raising request form for proper counting of monies collected. Funds must be turned over to the School administration within 24 hours of the event.

No one other than the school administration may handle getting money to the organization for which it was collected. More specific accounting guidelines can be found in the DES Staff Handbook ("Accounting Procedures for Teachers and Staff")

4. GUIDELINES FOR FUNDRAISING ACTIVITIES

Approval from the administration must be obtained for any fund raising before approaching H&S or coming to Governing Board; information regarding the nature, the exact dates and the purpose of the fundraiser must be provided, on the prescribed form, to the Governing Board one week prior to the Governing Board meeting at which approval is being sought. School -based fundraising activities currently fall into three categories:

- General fundraising for the benefit of the school
- Fundraising for a non - profit charitable organization
- Individual student fundraising with the specific intent of reducing each participant's costs (as in trips or graduation activities)

4.1 General fundraising for the benefit of the school is largely the domain of the DES Home & School Association (H&S), as it is a principle part of the general H&S mandate. Most activities in this category are annual or recurring events, the proceeds of which are destined for, and benefit, all grades in the school. Requests for these activities should be brought to Governing Board for approval in May or June, for the following year. These activities include, but are not limited to:

- Welcome Back BBQ (in the first 2 weeks of school)
- Fall Fair (October after Thanksgiving)
- Pizza Lunches (every 2nd Thursday in the school year)
- Bake Sales (Curriculum night, 1st term parent-teacher interviews, Portfolio Night)

4.2 Fundraising for a non-profit or charitable organization can be organized through H&S or by the school itself. Some of these are also annual and recurring events which raise funds for large national/global charities. These can be approved by governing board as soon as all details are known (ex. dates, costs), for example:

- The Terry Fox Run (September)

- Jump Rope/Hoops for Heart (May)
- Denim Day for Breast Cancer (May)

Students and staff should equally be encouraged to raise funds for smaller/local charities where the students have a chance to learn about the issues and the impact of their generosity. These can be regular events or adhoc, such as when disaster strikes somewhere and students are encouraged to contribute to the cause. These can be approved by governing board as soon as all details are known (ex. dates, costs). Some examples include but are not limited to:

- Thoughtful Thursdays
- Suitcases for Africa
- Crazy Hat/Hair Day
- Principal for a Day
- Fantastic (Dress Down) Fridays
- School events (for example, charging a nominal admission fee to school concerts)

4.3 Individual student fundraising with the specific intent of reducing each participant's costs (ex. Field trips or graduation activities) can be organized on an as-needed basis as long as it follows some guiding principles, the primary ones being 1) that the goal of such fundraising is never to completely eliminate the cost to participants for these types of events and 2) that a certain percentage of the fund-raising proceeds be set aside to cover the costs for families unable to pay for themselves. Additionally, for each of the following:

Field trips:

- Field trips must be kept to a reasonable cost, as per the LBPSB Field Trips policy. Any field trip over \$50 requires the teacher(s) to poll parents as to the acceptability of the price.
- Teachers must apply for available grants to reduce the cost of field trips prior to requesting fund raising
- Fund raising to reduce the costs of field trips should be topical if possible
- Fund raising to reduce the cost of fieldtrips can be to a maximum of 50% of the cost of the trip.

Grade 6 graduation:

- A budget of expected expenses and required fundraising should be brought to GB for approval in October meeting
- Fund raising activities should involve the grade 6 students

4.4 Important Guidelines for all fund-raising activities

- a) A limit of one of each type (see Section 3) of fundraising activity per month will be permitted.
- b) A list of fundraising proposals should be submitted to the Governing Board no later than October 1.
- c) Exceptionally, to allow flexibility when unforeseen events occur, additional fundraising activities that come up after the aforementioned list has been submitted may still be brought to the Governing Board for individual approval. Should the approval be required before the next scheduled Governing Board meeting, the Governing Board may vote on approval by email in accordance with the Dorval Elementary School Governing Board "Internal Rules of Management".
- d) Fundraising campaigns which offer incentives should not be considered. It is preferable to teach students to participate for the sake of giving, rather than to earn something in return for charitable activities.
- e) Whenever possible, local (ie. Dorval) suppliers should be used to purchase supplies for fund raising activities (ex. Pizza days, BBQs, etc.)
- f) All fundraising money collected from school-based activities (ie. Not H&S) must be spent within the same school year (not carried forward) on the predetermined fundraising goal.

g) A year-end evaluation of approved fundraising activities must be conducted to assist with planning for the next school year.

G) Following the Nutrition and Food policy section 3.11. All school communities and governing boards are urged to promote this policy with fundraising activities and special events that are held during regular school hours. Food related fundraising activities are limited to twice per month.

N.B.:

The Dorval Elementary Governing Board has approved this document along with the attached "Fundraising Request" Form. The two documents form an integral part of the Dorval Elementary Governing Board Rules of Internal Management.

Fund Raising Request Form

Contact Information

Main Contact Name	
Home Phone	
Work Phone	
E-mail address	
Staff Contact	

Details of Activity

Description & Purpose	
Location	
Start date	End Date
Participants (Cycle, grade,etc)	
Target audience (students, parents etc)	
Activity expenses	
Fees to participate	
Target profit	

Approval

Principal	Date
Governing Board Chair	Date

Agreement and Signature

By submitting this request, I acknowledge I have read the DES Fund Raising Policy and agree to its terms.

Name (Print)	
Signature	
Date	

Results

Actual Finish Date	
Funds raised before profit	
Profit	

Accounting

Monies Collected	Number	Total \$
Cheques		
\$20		
\$10		
\$5		
\$2		
\$1		
\$0.25		
\$0.10		
\$0.05		

Signatures

Name (Print)	Sign	Date
DES Staff Name (Print)	Sign	Date