

Administrative Procedure 520 - Fundraising by Schools and Outside Groups

Background

While the Division recognizes the obligation to provide funds to meet the basic costs of the educational needs of students, the Division also recognizes that some schools and school support groups may wish to enhance these educational offerings and engage in fundraising for this purpose. Fundraising activities must be compatible with the best interests of students, school staff and the community.

Procedures

1. Any group or organization leading a fundraising drive for or on behalf of a school, including using the school's name, must have the Principal's approval for all fundraising activities, including those activities that involve the school, students or staff.
 - 1.1. If authorization has not received the Principal's authorization, the group will be asked to cease activity immediately and to inform any that have contributed that the fundraising is not for the benefit of the school.
 - 1.2. Any concerns on the collection or disbursement of fundraising for or on behalf of the school shall be reported to the Secretary-Treasurer, who may report concerns to the RCMP for investigation.
 - 1.3. The Principal is to be an ex officio member of the fundraising society where the name of the school is being used and is to be consulted when fundraising activities are done by other fundraising groups for the school.
2. Principals may seek the advice and collaboration of the School Council on fundraising activities in the school.
3. Any group or organization separate from the Division is accountable for fundraising in support of schools and is responsible for the accounting of all revenues and expenditures.
4. Where fundraising is done, and the group fundraising is not a registered society or charitable organization, the accounting and dollars from the fundraising must be done through the school. The Principal shall ensure that receipt of funds and disbursements are subject to appropriate accounting standards consistent with school generated funds controls.
5. The purpose(s) of the fundraising activities and the anticipated disposition of monies raised shall be made known to the community, students and parents during fundraising. Where schools are fundraising, the Principal shall make available a statement of the money raised and its disposition.

6. For school-sponsored fundraising activities directed by the Principal or by student groups operating within the school, the following shall apply:
 - 6.1. student participation in fundraising activities must be voluntary;
 - 6.2. the safety of children is the paramount consideration in any fundraising activity;
 - 6.3. fundraising activities shall not detract from the curricular programs.
 - 6.4. the Principal must ensure the sale of approved Alberta Gaming Commission lottery tickets conforms to government legislation. The Secretary-Treasurer must be the signatory on the application.
 - 6.5. Fundraising should be done for the Division, school, or class and not for an individual student or family financial benefit unless authorized by the Secretary-Treasurer. Where students are fundraising for their particular purpose (e.g. field trip), the school would communicate with families and students the procedures for use of surplus funds in this administrative procedure.
7. Teacher participation in fundraising activities outside of regular school hours must be on a voluntary basis.
8. All materials and equipment purchased for schools through all fundraising endeavours shall become the property of the school and the Division.
9. Surplus funds
 - 9.1. Dollars fundraised are done for education purposes and should not financially benefit any students or family.
 - 9.2. Where surplus dollars are available after the purpose of the fundraising is completed or where the purpose is cancelled, only the portion of the dollars available relating to a fee from families would be refunded, after any costs are paid.
 - 9.3. Surplus dollars would be kept by the school and used for educational purposes, including and not limited to school improvements, equipment, or student trips. The determination of use of surplus funds can be done in advance or in consultation with students and/or families involved in the fundraising.

Reference: Section 33, 52, 53, 55, 68, 197, 222, 256 Education Act
Charitable Fund-Raising Act
Gaming and Liquor Act

Income Tax Act
Public Contributions Act
School Councils Regulation 94/201

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