



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2015	Replacing All previous procedures
<i>Review Date</i> 2020	Page 1 of 3
Contact Person/Department Superintendent of Secondary School Improvement and Student Success	Identification ES – 5006

FUNDRAISING

1.0 PURPOSE

Trillium Lakelands District School Board permits and encourages schools to enter into fundraising activities for any worthwhile purpose that support student learning, experience and opportunity.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 Education Act, R.S.O. 1990, Reg. 298, s. 25 (1) (2)
- 2.2 Ministry of Education Update on fees and fundraising guidelines - Memorandum 2012:B10
- 2.3 BU-3530 School Funds Administration Procedure
- 2.4 ES-5051 Nutrition – Creating a Healthy Nutrition Environment Procedure
- 2.5 School Generated Funds Handbook

3.0 TERMS AND DEFINITIONS

4.0 ADMINISTRATIVE PROCEDURE

4.1 GUIDING PRINCIPLES OF FUNDRAISING

- 4.1.1 The Principal is responsible for ensuring that the safety of students is the foremost concern in planning any fundraising activities involving students.
- 4.1.2 Any student group, teacher, school council or other non-student group will submit their request for canvassing and fundraising to the Principal for initial approval. The principal may approve any type of fundraising listed on the approved list. For fundraising activities not listed, Principals must obtain permission from the Area Superintendent.

Principals will file fundraising requests which are not on the pre-approved list to the Area Superintendent for approval.

- 4.1.3 Canvassing for recognized charitable organizations listed is approved (see appendix A).

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- 4.1.4 The extent and methods of student canvassing and fundraising for student activities will be at the discretion of the individual principal and through consultation with school council, in the context of the community.
 - 4.1.5 It is understood that while fundraising activities for school enhancement may occur for a period beyond a calendar year, fundraising for a specific activity such as a trip or for a school team shall be used for the students who participated in the fundraising and not be allowed to accumulate without a plan.
 - 4.1.6 All student canvassing and fundraising activities must be supervised by a staff member or a school administrator. The safety of students involved with fundraising should be given due consideration by the principal. It is encouraged that elementary students should canvas under adult supervision.
 - 4.1.7 Neighbouring schools should attempt to avoid fundraising activities that are concurrent with other schools serving the same attendance area, both in timing and the nature of the activity.
 - 4.1.8 Trillium Lakelands District School Board does not approve the use of paid fundraising organizations for canvassing homes or persons for the purpose of fundraising for schools.
 - 4.1.9 Proper accounting procedures and internal controls must be followed by schools and school councils to ensure safekeeping of school funds.
 - 4.1.10 A financial statement must be produced by each organization undertaking fundraising projects. These statements, which are subject to review by Board officials, must be kept on file by the Principal for the retention period of seven (7) years.
 - 4.1.11 In cases where student organizations outside of the student body (e.g. school councils) raise funds for a school, the disposition of these funds must be decided jointly with the Principal and the fundraising organization.

5.0 APPENDICES

- 5.1 Appendix A - List of Pre-approved School Fundraising Activities

LIST OF PRE-APPROVED SCHOOL FUNDRAISING ACTIVITIES

Principals: Please refer to the Policy & Procedure ES-5050 and ES-5051 Nutrition – Creating A Healthy Nutrition Environment

- Bio-Mats
- Book Fairs
- Bottle Drives
- Car Washes
- Coffee Sales
- Cheese Sales
- Christmas Decorations, Cards, etc.
- Citrus Fruit Sales
- Craft Sales
- Dances
- Fun Nights
- Looney Auction
- Magazine Sales
- Milk Program
- Me to We
- Movies
- Silent Auctions
- Tuck Shop
- Tournaments
- Walk-a-Thon, Run-a-Thon, Ski-a-Thon, Garb-a-Thon, etc.
- Terry Fox Run
- Heart & Stroke
- United Way
- Cancer Society
- Overseas Children Funds
- CNIB
- Multiple Sclerosis
- UNICEF
- Other local agencies such as Food Banks