



ES-5006 Fundraising Procedure

Approval Date: 2020

Review Date: 2025

1. 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. References and Related Documents

Internal

- [BU-3530 School Funds Administration Procedure](#)
- [ES-5051 Nutrition – Creating a Healthy Nutrition Environment Procedure](#)
- School-Generated Funds Handbook
- [ES-5046 Fees for Learning Materials and Activities Procedure](#)
- [BU-3016 Procurement of Goods and Service Procedure](#)

External

- [Education Act, R.S.O. 1990, Reg. 298, s. 25 \(1\) \(2\)](#)
- [Ministry of Education Update on fees and fundraising guidelines - Memorandum 2012:B10](#)

3. Terms and Definitions

4. Administrative Procedure

4.1. Guiding Principles of Fundraising

The Principal is responsible for ensuring that the safety of students is the foremost concern in planning any fundraising activities involving students.

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 will approve any type of fundraising listed on the approved list. Consideration should be given to limit the impact on classroom time for staff and students and administrative time for school principals and support staff.

By October 15 of each year, Principals shall submit to their Superintendent of Learning an annual plan following consultation and input from the school council for all fundraising initiatives. The plan will include the activity, the timeline, anticipated revenue, and purpose (Appendix 5.2). The Fundraising Plan must demonstrate intended use of all funds.

Principals who wish approval to conduct fundraising activities which arise subsequent to the approval of the yearly plan may do so provided they:

- Consult and inform the school council; and
- Request permission and receive written approval from their Superintendent of Learning prior to commencement of the activity.

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

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.

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.

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.

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.

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.

Proper accounting procedures and internal controls must be followed by schools and school councils to ensure safekeeping of school funds.

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 six (6) years plus the current year.

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. Appendices

5.1. List of Pre-approved School Fundraising Activities

5.2. School/School Community Annual Activities Plan

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.

List of Pre-Approved School Fundraising Activities

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

Activities

- Bio-Mats
- Book Fairs
- Bottle Drives
- Car Washes
- Cookie Dough/Muffin Mix (nut free)
- Coffee Sales
- Cheese Sales
- Christmas Decorations, Cards, etc.
- Citrus Fruit Sales
- Craft Sales (allergy aware)
- Dances
- Food Drive
- Fun Nights
- Looney Auction
- Plants
- Magazine Sales
- Meats
- Milk Program
- Me to We
- Movies
- Silent Auctions
- Tuck Shop
- Tournaments
- Walk-a-Thon, Run-a-Thon, Ski-a-Thon, Garb-a-Thon, etc.

Organizations

- Terry Fox Run
- Me to We
- Heart & Stroke
- United Way
- Cancer Society
- Diabetes
- Overseas Children Funds
- CNIB
- Multiple Sclerosis
- UNICEF

Other local agencies such as Food Banks

School/School Community Annual Activities Plan

School:

Year:

No.	Timeline	Activity	Anticipated Revenues	Anticipated Expenses	Anticipated Profit	Purpose for which Profit will be used	School/School Community Liaison
1							
2							
3							
4							

Principal

School Council

School Fundraising Representative

Superintendent

Date

Date

Date

Date