



YORK CATHOLIC DISTRICT SCHOOL BOARD

No.: 212	Section: Students
Approved:	April, 1970
Revision Date:	September 1990
2nd Revision Date:	May 2003
Implementation:	Director of Education

POLICY: FUNDRAISING

RATIONALE

The York Catholic District School Board recognizes and considers it paramount that the safety and welfare of the student be of prime importance when considering engagement in any fund-raising activity. Fundraising in the York Catholic District School Board plays a significant role in assisting schools to achieve educational goals. The Ministry of Education addressed provincial and local concerns in Regulation 298 (Sec. 25) and in Regulation 612/00, (Sec 22), School Councils.

POLICY STATEMENT

The Board recognizes the value to students of fundraising or of involvement in community projects which will be administered by principals, and/or School Councils. The Board believes that considerable latitude should be left to the individual principal in consultation with the School Council to exercise discretion in selecting suitable projects.

GUIDELINES

1. Principals shall complete the attached Admin. 86 no later than December of each year in consultation with the Catholic School Council.
2. The Superintendent of Schools shall review, on an annual basis, the projected fundraising events of each school (Reference Admin. 86).
3. There shall be no more than **TWO MAJOR** fundraising events per year.

Definition:

A major fundraising event is an event in which over half of the students participate, excluding lunch/snack programs.

4. The Principal is encouraged to support charitable groups, particularly Catholic charities. Monies raised from the two major fundraising events, or other fundraising events, may be allocated to a charitable group.
5. It is understood that spontaneous unplanned fundraising projects may occur at given times during the school year (e.g. disaster relief, specific grade/divisional projects).
6. The principal may allow minor fundraising events, including topics that relate to curriculum, within the school or a classroom providing it is understood that it is a voluntary effort, without any undue pressure on any student to contribute or participate.

7. There shall be no door-to-door canvassing by any student. This would include sales at local malls, plazas, or similar public locations.
8. None of the above activities shall encroach unduly on the school day, or adversely affect good public relations in a community or school.
9. The policy will be administered under the procedures approved by the Director of Education.

CROSS-REFERENCE

1. Procedures Re. Administration of Fund-Raising
2. School Council Financial Handbook, 2001
Section 4: School Council Role, Constitution, Accounting
3. School Councils, A Guide for Members, 2002
Sections 3.3 and 3.4

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PROCEDURES RE. ADMINISTRATION OF FUNDRAISING

1. The Principal shall complete an Admin. 86 form as part of the School Continuous Growth Plan.
2. The Principal is responsible for supervising the record keeping of all fundraising revenues and expenditures that occur. All original receipts shall be maintained. (Reference – School Council Financial Handbook and Guidelines for Funds Generated in Elementary/Secondary Schools.)
3. The principal may permit a reasonable admission charge in order to defray costs related to, or incurred through, activities such as performances of musical, dramatic or athletic groups, or any other student activity.
4. The principal should establish procedures in consultation with School Council for approving expenditures and the allocation of all fund-raising monies.
5. The Principal shall review safety instructions with the students.
6. The Principal and/or School Council shall inform and thank the school community for their participation and support regarding major fund-raising events, and give a brief financial statement of these activities.
7. School-based Child Care Facilities are considered as non-profit community organizations and independently make decisions on fundraising.

SAFETY INSTRUCTIONS TO STUDENTS:

1. Students should have parental permission before approaching a friend or relative.
Students should be accompanied by an older brother, sister or parent while approaching a friend or a relative.
2. Students may ask their parents to support the activity at their place of employment.
3. All monies should be kept at home until the total amount has been collected. Parents are encouraged to write a cheque, payable to the school or School Council for the full amount. In this way cash is not transported to school.

HELPFUL HINTS FOR PRINCIPALS:

- (a) In September consult with the Catholic School Council regarding the fundraising activities the school will be embarking upon for the year. Determine the major focus on which the funds will be spent, keeping in line with the School Continuous Growth Plan.
- (b) Outline the funds that the school collects: (Refer to Admin 86)
 - Charities Supported

- Funds that directly benefit students.
- (c) Produce a yearly calendar so that timing of fundraising activities can be spread out.
 - (d) Communicate to the school community the allocation of fundraising monies.
 - (e) Be sensitive to families that have numerous siblings in the school and be aware of how an incentive program may affect household harmony.
 - (f) Inform parents that participation is voluntary.
 - (g) Attach student safety guidelines to fundraising brochures, pledge sheets, etc.
 - (h) Proceeds from school and school council fund-raising activities may be used equitably at the classroom level. This enables teachers to purchase their own educational items. Administration will acquire a sub-ledger sheet for accounting purposes.

SAFEKEEPING AND ACCOUNTABILITY FOR PROCEEDS OF FUNDRAISING ACTIVITIES

The proceeds of fundraising activities initiated by the Catholic School Council shall be deposited into the Catholic School Council bank account unless the fundraising event involves Charitable Donations (ref. YCDSB Registered Charity Guidelines), in which case funds are held in trust at the Board Office.

Accurate accounting shall be maintained by the treasurer of the Council to comply with the requirement of accountability both to the Principal and the school community. (Regulation 612 – Sec. 16)

It is recommended that a member of the school community do an annual review of the Catholic School Council account.

All proceeds not related to Catholic School Council initiatives shall be deposited in the school bank account.

All schools are required to operate one school and one Catholic School Council bank account at a chartered bank convenient to the school location.

Accurate records of daily transactions through the school bank account are to be kept in a prescribed uniform format as recommended by Financial Services and subject to internal audit.

All expenditures shall be supported by original invoices or receipts and they are to be maintained in monthly files for a period of seven (7) years. These files, along with bank statements and cancelled cheques, may be destroyed when they are seven years old after being audited.

All staff and school councils will be made aware in writing of the school policy regarding the accountability, handling and storage of fundraising monies on school premises. It would be advisable if Principals include this information in their Staff Handbook, and review this procedure at the beginning of the school year.

GUIDELINES FOR EXPENDITURES FROM SCHOOL BANK ACCOUNTS

EXPENDITURES – ELEMENTARY and SECONDARY

Expenditure from school bank accounts shall be used for the benefit of the students. All purchases must adhere to Board policies and standards/specifications in all respects. Information or clarification may be obtained at any time from the School Superintendent, Purchasing Services, Information Systems, Plant Department and or Financial Services

Please refer to **Guidelines for Funds Generated in Elementary School** (Rev. August 2002) for guidelines re. expenditure and administrative controls.

Please refer to **Guidelines for Funds Generated in Secondary School** (Rev. August 2002) for guidelines re. expenditure and administrative controls.

ADMIN. 86
Rev. 05/03

York Catholic District School Board

PROJECTED FUNDRAISING FOR THE SCHOOL YEAR

To be reviewed with School Superintendent by December

To be submitted to School Superintendent in June

SCHOOL: _____

PRINCIPAL: _____

FOR THE SCHOOL YEAR: _____

MAJOR FUNDRAISING EVENTS

FUNDRAISER #1

Projected Date	To	Accounting of Funds Raised (i.e. how much,
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Actual Date		To		distribution of monies etc.)
Description				

FUNDRAISER #2

Projected Date		To		Accounting of Funds Raised (i.e. how much, distribution of monies etc.)
Actual Date		To		
Description				

CHARITIES SUPPORTED

CATHOLIC CHARITY SUPPORTED

Projected Date		To		Accounting of Funds Raised (i.e. how much, distribution of monies etc.)
Actual Date		To		
Description				

OTHER CHARITY SUPPORTED

Projected Date		To		Accounting of Funds Raised (i.e. how much, distribution of monies etc.)
Actual Date		To		
Description				

Review Signature of Principal _____
 Review Signature of S.O. _____

Final Signature of Principal _____
 Final Signature of S.O. _____