



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 603B
<i>Former Policy #</i> 212	<i>Page</i> 1 of 4
<i>Original Approved Date</i> September 2012	<i>Subsequent Approval Dates</i> June 4, 2013 November 27, 2018

POLICY TITLE: FUNDRAISING FOR EXTERNAL CHARITABLE PURPOSES

1. PURPOSE

As Catholics we are called to 'love our neighbour'. The York Catholic District School Board is committed to supporting those in need, be they in our immediate community or on the other side of the globe. Charitable projects and fundraising for these purposes are encouraged in the classroom, in the school and Board-wide.

2. POLICY STATEMENT

All charitable projects and fundraising activities shall be for an approved organization and related to charitable, humanitarian, educational or service activities consistent with the tenets of Catholicism and the Board's mission and values. Activities will be developed and organized with the advice and assistance from the school community.

3. PARAMETERS

- 3.1 All charitable projects undertaken by a classroom, school club, student council, Catholic School Council, or by the school as a whole, shall be approved by the Principal and consistent with the Board approved charities.
- 3.2 All charitable fundraising proceeds shall have an approved designated purpose, be aligned with Catholic values that affirm the dignity of the human person and model responsible stewardship.
- 3.3 Activities to raise funds for support of charities shall only be organized if the charity is listed on the Canada Revenue Agency website. All exceptions to this practice (e.g. collection of funds for individual community charitable needs) must have written approval from the Superintendent of Education and must also be approved by the Director of Education if the expected amount to be raised is in excess of \$1,000. This is not applicable for gift-in-kind collections. The funds raised for external charities shall be recorded in a separate sub-ledger.
- 3.4 The Principal, on an annual basis each June, will report to the Superintendent of Education a summary of all charitable projects and post the report on the school website.

- 3.5 Recognizing that all fundraising activities in a community come from the same source, Principals will keep in mind the financial implications on the community when approving all major fundraisers.
 - 3.5.1 There shall be no more than two major charitable fundraisers (one per term) in one year. A major fundraiser involves the majority of the student body and is expected to raise at least an average of \$10 per student.
 - 3.5.2 Minor charitable fundraisers organized by classrooms or student groups should be spaced out and limited in scope so that the school is not constantly fundraising. Consideration should be given to having these charitable drives be non-monetary in nature or limited to 'loonie' and 'toonie' drives.
- 3.6 Participation in charitable projects and fundraising activities is strictly voluntary for staff and students. The personal information of staff, students or other individuals will not be shared for the purpose of fundraising without prior consent.
- 3.7 A fundraising activity must not result in any student, staff or volunteer benefiting materially or financially from the activity. All proceeds will go to the charity intended.
- 3.8 The safety of students must be a primary consideration in all fundraising activities. No student shall be asked to do door-to-door canvassing including sales at local malls, plazas, or similar public locations.
- 3.9 None of the above activities shall encroach unduly on the school day, or adversely affect good public relations in a community or school.
- 3.10 Liability and Insurance
 - 3.10.1 Staff and Principal-authorized volunteers shall be protected against claims arising from the handling and management of fundraising activities through the Board's liability insurance coverage, subject to the terms and conditions of the policy.
 - 3.10.2 The Board shall be protected against claims arising from the handling of proceeds raised from fundraising activities, through its crime insurance coverage, subject to the terms and conditions of the policy.
 - 3.10.3 Staff and Principal-authorized volunteers shall utilize risk management practices that promote safety, accountability and due diligence in the handling and management of fundraising activities and the proceeds raised from fundraising activities in an effort to minimize related risks and exposure to liability.
- 3.11 Activities that involve the preparation and/or sale of food and beverages on school premises must comply with the YCDSB Healthy Schools Policies.
- 3.12 The proceeds of fundraising activities shall be deposited into the appropriate school level bank account unless the external charitable organization offers tax receipts to donors or has a method for directly collecting funds. If this is the case, the collections will not be deposited into the school's bank account, but directly provided to the charity in the prescribed format.
- 3.13 Accurate accounting shall be maintained by school administration and the treasurer of the Council to comply with the requirement of accountability for both to the Principal and the school community.

- 3.14 Accurate records of daily transactions and regular reporting through the school level bank accounts are to be kept in the prescribed uniform format and subject to internal and external audit.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Fundraising for External Charitable Purposes policy.

4.2 Superintendent of Education, School Leadership

- 4.2.1 To support the implementation and compliance with the policies and related guidelines and procedures.
- 4.2.2 To review and authorize by signature, on an annual basis, the projected fundraising events of each school.
- 4.2.3 To provide guidance to principals on what can be included in fundraising activities.
- 4.2.4 To act as a resource on any questions regarding interpretation of this policy.

4.3 Principal

- 4.3.1 To approve **all** charitable projects in accordance with this policy.
- 4.3.2 To ensure that staff and authorized volunteers are aware of this Policy and related School Generated Funds Administrative Procedures.
- 4.3.3 To ensure that the fundraising has a designated purpose that is consistent with the school board's mission and values, and that the proceeds are used for that purposes, as intended.
- 4.3.4 To complete all documentation as outlined in the School Generated Funds Administrative Procedures and to supervise the record keeping of all fundraising revenues and expenditures that occur.
- 4.3.5 To ensure the school community is informed regarding participation and support of major fund-raising events, and to give a financial overview of these activities as per this policy.
- 4.3.6 To review safety procedures with students.
- 4.3.7 To be aware/manage the risk involved in the fundraising activity, i.e. supervision, safe location etc.

4.4 Budget and Audit Services Department

- 4.4.1 To ensure adherence to all Administrative Procedures, Guidelines and Policies through training and internal audits.

4.5 Catholic School Council

- 4.5.1 For the activities that they are directly involved with, the Catholic School Council will communicate to the school community the participation and support of the event and provide a financial overview of the activities annually at the final Catholic School Council meeting of the current school year.

4.6 Students/Parent(s)/Guardian(s)

- 4.6.1 To have parental permission before approaching a friend or relative.
- 4.6.2 To be accompanied by a responsible guardian while approaching a friend or a relative.

4.6.3 To keep all monies at home until the total amount has been collected for all major charitable fundraisers. Parents are encouraged to write a cheque, payable to the school for the full amount. In this way cash is not transported to school. Parents are responsible for any charges the school incurs because of individual NSF cheques.

5. DEFINITIONS

5.1 Gifts in Kind

Also known as non-cash gifts, are gifts of property. For the purpose of this policy these would include items donated for charitable purposes.

5.2 Approved Charitable Organization

A charitable organization that is currently registered with Canada Revenue Agency or a specific cause as approved by the Superintendent of Education or Director (refer to parameter 3.3).

6. CROSS REFERENCES

- YCDSB Policy 201 [Healthy Schools](#)
- YCDSB Policy 201A [Healthy Schools: Eating & Nutrition](#)
- YCDSB Policy 201B [Healthy Schools: Physical Activity](#)
- YCDSB Policy 423 [Conflict of Interest for Employees](#)
- YCDSB Policy 603A [School Fundraising](#)
- YCDSB Policy 608 [Volunteers in Schools](#)
- YCDSB Policy 803 [School Generated Funds](#)

YCDSB School [Generated Funds Admin. Procedures](#)
 YCDSB Registered Charity Program Guidelines
[YCDSB St. Tabitha's Gift, A Guideline for Charitable Supports](#)
 (Includes school template for submission of funds to charitable organization)

YCDSB Admin. 86 Projected Fundraising for the School Year
 YCDSB Admin 86B Fundraising for External Charitable Purposes

Canada Revenue Agency
<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities-listings.html>

[Municipal Freedom of Information Protection of Privacy Act](#)

Approval by Board	November 27, 2018 <hr/> <i>Date</i>
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