

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-19
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REVIEW DATE:	September 2017	REVISED:	

The District School Board of Niagara (DSBN) recognizes that schools are continually striving to provide the best learning environment and opportunities for their students. The DSBN endorses a collaborative approach to fundraising initiatives by schools, students, parent groups, student councils and school councils that is consistent with the Board's mission, vision and values and with individual school plans for continuous improvement. School-based fundraising is a local activity, and the DSBN believes that the goals of fundraising go beyond money to reflect the creative and collaborative efforts of parents, students, teachers and the school community as such, should reflect the values of the school community. Underlying these efforts is the belief that it is not the responsibility of parents or school communities to raise funds for basic educational requirements but rather that school communities may raise funds to enhance programs and support school initiatives.

Any fundraising activities that involve the sale of food and beverages on school premises must comply with the School Food and Beverage Policy (Policy/Program Memorandum 150). The nutrition standards set out in the policy do not apply to fundraising activities that occur off school premises.

Fundraising activities must also be compliant with:

- Municipal, provincial and federal legislation; and
- Ministry of Education guidelines and policies such as the School Food and Beverage Policy, Equity and Inclusive Education Strategy, Facility Partnerships Guideline and the Broader Public Sector Procurement Directive and Municipal Freedom of Information and Protection of Privacy Act.

Complementary to Publicly Funded Education:

- Funds raised for school purposes are used to complement, not replace, public funding for education.
- The purposes for which funds are collected are consistent with the school board's mission and values.
- Activities support student achievement and do not detract from the learning environment.

Definitions***School-Generated Funds***

School-generated funds are funds that are raised and collected in the school or broader community in the name of the school by a school- or parent-administered group, including school councils. These funds, which are administered by the school, and raised or collected from sources other than the school board's operating and capital budgets.

These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities and corporate donations.

Fundraising

Fundraising is any activity, permitted under a school board's policy, to raise money or other resources, that is approved by the school principal, supported by the school council or a school fundraising organization operating in the name of the school and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

School Community

The school community refers to students, parents and guardians, school administrators, and staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

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1. BOARD APPROVAL

- (a) The Board approves of the concept of the sale of goods or services by students for purposes of raising funds for extra-curricular activities, equipment, trips, etc. The experience gained by students in marketing and accounting is a positive benefit, as is the provision of programs which are funded through these activities. All funds raised are to be used for the direct benefit of students only, with the exception of activities in support of non-profit organizations, as in section 4 below.
- (b) Provincial regulations require that prior approval of the Board must be obtained for any canvassing or fundraising conducted by pupils on school property, as well as for all school initiated activities off school property, inclusive of fundraising activities initiated by parent/volunteer groups. This policy on fundraising activities for schools fulfills the intent of these regulations.

2. NATURE OF SCHOOL INITIATED CANVASSING AND FUNDRAISING

- (a) All canvassing and fundraising activities shall be conducted at the discretion of the Principal and shall be carefully considered to ensure that they do not interfere with the delivery of program; the Principal, in consultation with school staff, the school council and/or parent group would exercise judgement so that the fundraising activities do not become a burden to the community, parents or staff; and do not occur too frequently.
- (b) Student participation shall be on a voluntary basis. Competition and/or sales incentives shall not be the major focus of a fundraising strategy.

3. SAFETY OF STUDENTS

- (a) In any fundraising program, the safety of students must be given primary consideration. To ensure optimal protection of students, emphasis should be placed on in-school fundraising.
- (b) Where there are school initiated canvassing and fundraising activities outside the school, Principals must ensure that appropriate safety precautions and supervision are outlined to all those involved in the fundraising activities.
- (c) If out-of-school fundraising activities are chosen, Junior Kindergarten to Grade 8 students may participate only with the prior written consent of a parent/guardian.
- (d) Student fundraising activities should be age-appropriate.

4. SUPPORT OF NON-PROFIT ORGANIZATIONS

Principals may grant approval to raise money for and/or otherwise participate on a voluntary basis in fundraising in support of non-profit organizations operating in the interest of children or the community at large. Consistency with school board policies and procedures should be considered when conducting any fundraising activity.

5. FINANCIAL ACCOUNTABILITY

Principals are required to ensure that school initiated canvassing and fundraising are conducted and reported in a manner consistent with Board Policy and Administrative Procedures regarding Financial Accountability of School Based Funds.

- A fundraising activity does not result in any person, including school board staff or volunteers, benefitting materially or financially other than identified within the approved scope of the activity.
- Fundraising has a designated purpose and the proceeds are used for that purpose.
- Transparent financial reporting practices to the school community are in place.
- Appropriate safeguards are in place regarding collection, deposit, recording, and use of public funds.

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6. LIABILITY

School Council and Parent Group activities have liability insurance coverage through the Ontario School Boards' Insurance Exchange (O.S.B.I.E.) if the activity has been approved by the Principal, AND school staff are assisting or involved in the planning and supervision of the activity.

However, the Board's liability coverage may not apply to some School Council and Parent Group activities, which may necessitate the School Council or Parent Group obtaining independent liability insurance for activities that are NOT under the jurisdiction of the Board.

References

Policy B-3: Financial Accountability of School Based Funds
 Policy C-1: Community Use of Schools - General
 Administrative Procedure 1-3: Financial Accountability of School Based Funds
 Administrative Procedure 1-6: Use of School Space/Property after Regular Hours
 Risk Management Bulletin #15: School Council Insurance
 Ministry of Education - School Food and Beverage Policy (Policy/Program Memorandum 150)
 DSBN Strategic Plan: Mission, Vision and Core Values