

THE DURHAM CATHOLIC DISTRICT SCHOOL BOARD
"The Board"

POLICY

FUND RAISING

POLICY AREA: OPERATIONS

PURPOSE

To provide direction to the school community with regards to fund raising as a support for variety of school initiatives.

APPLICATION/SCOPE

This policy applies to all groups involved in fund raising within a school, including the principal, staff, students, school council and various parent groups.

PRINCIPLES

The Board recognizes:

- ▶ its responsibility to provide a quality education; consistent with the Mission and purpose of Catholic education as it relates to the intellectual and spiritual development of all its' students.
- ▶ that fund raising activities devised and organized by the Principal, in consultation with the school community (in whole or part) are those initiatives which raise funds for school purposes.
- ▶ fund raising in its schools for the purpose of supporting Church sponsored causes, supporting charitable campaigns and enhancing school programs, projects, materials and supplies.
- ▶ that the planning of school fund raising activities shall take into account the diversity of their communities, their ability to contribute and the timing of such activities.
- ▶ its responsibility for the safety, protection and monitoring of its students in any canvassing for fund raising programs connected to its schools.

PRINCIPLES - Cont'd.

The Board recognizes: cont'd.

- ▶ its responsibility to ensure that schools accurately account for and manage all monies raised through fund raising activities.
- ▶ the duties of the Principal to report annually to the school community on any fund raising activities that he/she has approved in consultation with the school community.

DEFINITIONS

- ▶ **Minor Campaign:** A minor campaign would involve a part of the student body in fund raising activities (i.e. a division, a department, a classroom etc.).
- ▶ **Major Campaign:**
 - ▶ involves the entire student community;
 - ▶ may include canvassing funds from extended family; and
 - ▶ is intended to raise the greatest amount of funds for the benefit of the entire student body.
- ▶ **Church Sponsored Campaign:** A fund raising activity with the objective of raising money to support a Church sponsored activity (e.g., Share Life, Missions etc.).
- ▶ **Sacramental Causes:** A fund raising activity with the objective of raising money to offset the costs involved with the first reception of sacraments (e.g., Confirmation gowns etc.).
- ▶ **Charitable Campaign:** A fund raising activity with the objective of raising money to support a charitable organization (e.g., Canadian Cancer Society, Easter Seal Campaign, etc.).
- ▶ **School Activities:** A fund raising activity with the objective of raising money for school activities (e.g., playday, Christmas party, etc.).
- ▶ **School Excursion:** A fund raising activity with the objective of raising money to offset the costs incurred in school excursions (e.g., transportation costs, etc.).

REQUIREMENTS

The Principal under the direction of the Director of Education and/or designate, shall:

- ▶ co-ordinate and assume all responsibilities for fund raising activities. Each fund raising activity must be subject to the approval of the Principal in consultation with the appropriate Family of Schools Superintendent;
- ▶ review the fund raising policy annually with the Catholic School Council;
- ▶ plan, implement and be accountable in consultation with the Catholic School Council, for all fund raising activities including disbursements of all monies collected;
- ▶ ensure that contractual agreements to raise funds are first approved by the Family of Schools Superintendent in consultation with the Superintendent of Business in accordance with financial accounting procedures of the Board;
- ▶ give careful consideration to the nature, number, extent and frequency of all fund raising activities approved. Ensure that fund raising activities do not interfere unduly with the learning environment of the school;
- ▶ inform parents/guardians and the school community in writing of all fund raising activities and their purpose **prior** to the occurrence of each activity;
- ▶ ensure that no more than one major campaign occur in a school per school year;
- ▶ ensure that student participation is voluntary;
- ▶ obtain written consent from parents/guardians for all students under the age of 18 participating in major fund raising activities;
- ▶ ensure that parents and students are informed that fund raising campaigns do not require door-to-door canvassing or public solicitation;
- ▶ set procedures for collecting money raised through fund raising activities and for maintaining appropriate accounting procedures in accordance with Administrative Procedure 200, Financial Accounting Procedures in Schools;
- ▶ ensure that the collection and disbursement of fund raising monies are processed through appropriate school accounts;
- ▶ ensure that financial statements regarding major fund raising activities are published in an annual report to the school community in accordance with Ministry of Education Regulation 612/00.