

514 Fundraising

Belief

Schools and District Office may find it necessary or desirable to raise funds for certain projects. Funds raised are to be used to benefit students, enhance the quality and relevance of education for learners and contribute to the development of responsible citizens.

Procedures

1. All funds raised shall be used solely to fund student activities and programs.
2. All school-based fundraising activities shall be authorized in advance by the Principal of a particular school in discussion with the staff;
3. The district fundraising activities shall be authorised by the Superintendent.
4. A budget must be submitted to Finance once all funds have been collected for the use of funds.
5. Acceptable forms of fundraising include:
 - a) Lotteries, raffles or gaming events approved by the Alberta Gaming Commission;
 - b) Sale of usable products; or
 - c) Provision of worthwhile services.
6. Parents are to approve of student participation in fundraising activities.
7. The Principal, Superintendent or their designates, shall ensure that receipt of funds and disbursements are subject to appropriate accounting standards. The accounts will be audited periodically by the Executive Director of Finance.
8. Principals may from time-to-time give approval for organizations of charitable or service nature to conduct fundraising activities within or through the school. Examples of these are:
 - a. Collecting funds, food, toys, etc., in conjunction with local organizations such as the Food Bank etc.
9. For school sponsored fundraising activities directed by the school or by student groups operating within the school, the following shall apply:
 - a) student participation in fundraising activities must be voluntary;
 - b) the safety of children is the paramount consideration in any fundraising activity;
 - c) fundraising activities shall not detract from the curricular programs.

References

MESC Board of Governors Policy; EL-4