



CANVASSING AND FUNDRAISING

Procedures

- 1.0** Funds may be raised by activities within the school or outside the school, subject to the following guidelines:
 - 1.1** In any out of school fundraising activity involving students, the safety of pupils should be given primary consideration.
 - 1.2** For students in the Junior Kindergarten, Kindergarten, Primary Divisions, no out of school fundraising is permitted unless under the direct supervision of parents signified by a written signed agreement for each activity.
 - 1.3** For students in Grades 4 to 8, fundraising activities outside of the school can take place only under the direct supervision of parents or the parents' written consent for each activity.
 - 1.4** For secondary school students, fundraising outside of the school can take place providing parents are informed of the fund-raising project and safety precautions are outlined by teachers to all pupils involved in the project.
- 2.0 Purpose**
 - 2.1** Students must ultimately benefit from fundraising activities. The purpose will generally reflect a commitment to such things as:
 - 2.1.1** improving the health and welfare of students (i.e. Terry Fox Run, Jump Rope for Heart);
 - 2.1.2** providing additional recreational opportunities (i.e. field trips, playground equipment);
 - 2.1.3** providing additional educational experiences beyond the classroom (i.e. guest speakers, awards, scholarships).
 - 2.2** Funds raised for school purposes:
 - 2.2.1** should not be used to replace public funding for education;
 - 2.2.2** should not be used to support items funded through provincial grants, such as classroom learning materials, textbooks and repairs or for capital projects that significantly increase operating costs;
 - 2.2.3** should not cover administrative expenses associated with the fundraising activity; and
 - 2.2.4** should not support partisan activities/groups or candidates.
- 2.3** Schools shall not solicit funds or donations through crowdfunding.

3.0 Accountability and Transparency

- 3.1** Fundraising activities are developed and organized with advice and assistance from the school community, including students, staff, parents and community organizations.
- 3.2** A fundraising activity does not result in any person, including school board staff or volunteers, benefitting materially or financially from the activity.
- 3.3** Fundraising has a designated purpose and the proceeds are used for that purpose.
- 3.4** Appropriate safeguards must be in place regarding collection, deposit, recording, and use of public funds.
- 3.5** Transparent financial reporting practices to the school community are in place.

4.0 Reporting

- 4.1** Each fundraising project within the school including organizations, which are not incorporated such as School Councils, shall be approved by the Principal. The report shall include a statement of purpose for the proposed fundraising along with dates and locations of the event or canvass. **Appendix A.**
- 4.2** A financial report shall be submitted to the Principal at the conclusion of each major fundraising event. **Appendix B.**
- 4.3** By September 30, principals shall submit, in writing, to their superintendent a proposed annual fundraising plan for the year. This plan is subject to amendment by principals in light of extra fundraising projects, which may be deemed necessary throughout the year. **Appendix C.**

Appendices

Appendix A: Canvassing & Fundraising Report

Appendix B: Canvassing & Fundraising Event Financial Report

Appendix C: Proposed Annual Fundraising Plan Form

References

Ministry Guideline 2012:B10 – Fundraising Guideline (May 24, 2012)

Ontario Regulation 298: Operation of Schools – General, Section 25: Canvassing and Fundraising

Policy No. 3.1.4 School Funds

Ontario Association of School Business Officials Finance Committee: Guidelines for School Generated Funds (June 2015)



District School Board
Ontario North East

CANVASSING & FUNDRAISING REPORT

SCHOOL:

APPLICATION FOR APPROVAL

OR

FINAL REPORT

NAME OF GROUP / ORGANIZATION:

CONTACT PERSON:

DESCRIPTION OF EVENT:

BENEFIT FOR STUDENTS:

DATE (S) OF EVENT:

TIME (S) OF EVENT:

LOCATION OF EVENT:

Signature of Principal



District School Board
Ontario North East

**CANVASSING & FUNDRAISING
EVENT FINANCIAL REPORT**

SCHOOL:

NAME OF FUNDRAISING EVENT:

Event Supervisor's Name:

(1) **Gross Revenue:**

\$

(2) **Expenditures:**

- \$


(3) **Net Profit:**

= \$

Signature of Event Supervisor: _____

Reviewed by (Principal signature): _____

PROPOSED ANNUAL FUNDRAISING PLAN FORM

		Proposed Annual School Fundraising Plan (Details are subject to change)			School Year:	
School Name:		Principal:				
Duration One-Time, Per term, ongoing	Description of Fundraising Activity Chocolate bars, magazine sales, bingo, clothing sales	Purpose for Use of Funds Field trip support, playground, extracurricular resources	Fundraising Group Grade, homeroom, whole school, team	Method of Sales Order Forms, On-line, In school	Net Profit	

Principal Signature _____

Date: _____

School Superintendent Signature _____

Date: _____

Plan must be signed by Principal and Superintendent. Signed copies to School and Finance.