

## **STUDENT FUNDRAISING ACTIVITIES**

### **Background**

The Division recognizes that staff, students, or parents may wish to raise funds for certain school projects. The Division permits the conducting of fundraising activities that meet the requirements of this policy.

### **Procedures**

1. The Principal, in consultation with staff and school council, shall be authorized to approve fundraising activities that serve an appropriate purpose for the school.
2. All funds must be accounted for with a system of recognized accounting procedures including:
  - a. double signatures on cheques.
  - b. periodic reviews by an external auditor.
  - c. an annual financial statement of fundraising activities prepared by the school, and filed with the Associate Superintendent (Business Services).
3. Schools are encouraged to keep such projects to a minimum, recognizing:
  - a. the frequency of fundraising within the community.
  - b. that fundraising can be time consuming, often to the detriment of school studies.
4. Equipment or supplies purchased with monies derived from a student or parent fundraising activity shall become the property of the Division, and will remain under the control of the school.
5. Participation in any fundraising activity shall be voluntary for pupils, parents, and staff.
6. The Principal shall inform the students and school community of the purpose of the fundraising activity.
7. Procedures shall be established for the safe-keeping and accounting of any monies and inventories.
8. To avoid over-canvassing of the community, planning should take into consideration other fundraising projects that may be occurring by other schools within a community.
9. Students shall not be dismissed from regular school hours to take part in fundraising projects.

10. All fundraising activities shall fully comply with AGLC requirements where applicable.

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December, 2003

Updates: July 2008, Jan. 2020

**References**

Section 33, 52, 53, 55, 68, 197, 222, 256 Education Act