

School Fundraising /Not for Profit and Corporate Partnerships/Grants Policy 5310

March 4, 2003

Revision: December 14, 2010

Reviewed: December 9, 2014

Revised: May 30, 2017

School Fundraising

The Board of Education understands that a number of school activities require fundraising. The Board is mindful that there must be realistic expectations around the quantity of fundraising and amount of money raised at an individual school and within the district as a whole. The School Fundraising Policy applies to all school based groups inclusive of P.A.C.'s.

The Board believes that fundraising is seen as most acceptable when it provides a service or a product in the community. Solicitation of donations is not sanctioned by the Board, unless indicated on the fundraising plan and approved by the Board.

The Board believes that an individual, business, corporation or agency providing donations of funds, goods or services should be given recognition. (See attached form A981-12-10) Upon request, the Secretary-Treasurer or delegate, will issue a receipt to the donor for a charitable donation in accordance with Canada Customs and Revenue Agency regulations for registered charities. (For further information on donations, please refer to Policy 3240)

Guidelines

1. Extensive fundraising plans must be submitted annually to the Board by October 31st. Extensive amended fundraising plans and limited fundraising plans (under \$1000) may be submitted, for Board approval, throughout the school year.
 - 1.1. These plans will include a description of the fundraising goals, the target amounts and the methods by which funds are to be raised.
 - 1.2. The plan must include a letter of support from the School Principal.
2. Fundraising that occurs before October 31st or prior to Board approval, must be approved by the School Principal and included in the fundraising plan to the Board of Education.
3. It is the expectation that once the target is reached the fundraising group will limit its activity to non-profit events that will not generate any additional funds, in the current school year.
4. Sponsors of lotteries, raffles or games of chance must be sure to comply with the appropriate government licensing regulations.

5. Students involved in any “door to door” fundraising activities should:
 - carry student identification;
 - be in pairs or groups, never alone;
 - have a school handout clearly articulating the purpose of the fundraising.
6. Donation forms must be completed by the sponsor teacher, signed by the School Principal and forwarded to the Secretary-Treasurer.

Not for Profit and Corporate Partnerships/Agreements

1. Not for Profit and Corporate Partnerships are viewed favorably by the Board if they have an identified educational value. Resources available from these organizations are intended to compliment, not replace, public funding for education; nor will they produce inequality between individual schools.
2. If partnerships are entered into they must clearly define the roles and responsibilities for all partners.
3. All agreements reached must be approved by the Board.

Grants

1. As identified above, in Not for Profit and Corporate Partnership agreements, grants are also viewed favorably by the Board if they have an identified educational value. Resources available from organizations offering grants are intended to compliment, not replace, public funding for education; nor will they produce inequality between individual schools.
2. The Superintendent or designate must be advised of any grant applications considered by schools or Parent Advisory Councils, prior to submission. Due to some limited timeframes for grants, pre approval of the proposed submission will be determined by the Superintendent or designate.
4. Results of successful submissions will be shared with the Board.
5. Grant revenue will be included in the annual reporting of fundraising activities.

SCHOOL DISTRICT #81 (FORT NELSON)

Donation Recognition Form

School: _____ Date: _____

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Name and Postal address of individual, business, corporation or agency providing funds, goods or services:

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Purposes for which funds, goods or services are to be used:

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Recognition to be provided, if any: (letter from Sponsor, Principal, Board Chairperson; other form of recognition)

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Please indicate below if the donor would like a tax receipt.

Please issue a tax receipt.

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Forward completed forms to Margaret-Anne Hall, Secretary-Treasurer, at the School District Office.

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SCHOOL DISTRICT #81 (FORT NELSON)

Donation Recognition Form

School: \_\_\_\_\_ Date: \_\_\_\_\_

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