

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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**Section:** Business and Administrative Services  
• Finance

**Regulation Code:** BA-4.8.1  
**Policy Code Reference:** BA-4.8

**Regulation:** FUNDRAISING – GUIDELINES

**Page 1**

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. BA-4.8, Fundraising.

### **1. Fundraising Plans**

- 1.1 Each year the principal, in consultation with students, staff and parent(s)/guardian(s) and the school council will prepare a School Fundraising Plan (Appendix A).

Fundraising activities must be developed and organized with advice and assistance from the school community, including parents, staff, and community organizations. All fundraising opportunities must have a designated purpose with proceeds used for that purpose.

- 1.2 The approved plan will be communicated through the school to the school community and forwarded to the school superintendent by the end of October.
- 1.3 Adjustments to the plan during the school year may be made by the principal, in consultation with the parent(s)/guardian(s), staff and students, and the school council.
- 1.4 A copy of the plan must be retained in the school for audit purposes for seven years.

### **2. Safety of the Students When Fundraising**

In any fundraising program, the safety of students must be given primary consideration. To ensure optimal protection of students, emphasis should be placed on in-school fundraising. If out-of-school fundraising activities are chosen, students' fundraising activities require supervision and should be age appropriate. Safety cautions are outlined by teachers to all students involved in the project.

The following incremental levels of responsibility, based on grade and age, will be guidelines to follow in an attempt to assure the students' safety.

- 2.1 Junior Kindergarten to Grade 6

No out-of-school fundraising that involves door-to-door soliciting is permitted. This does not restrict these students from being involved in fundraising activities occurring within the school or with family/friends.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section:** Business and Administrative Services      **Regulation Code:** BA-4.8.1  
• Finance      **Policy Code Reference:** BA-4.8  
**Regulation:** FUNDRAISING – GUIDELINES – continued      **Page 2**

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### 2.2 Grade 7 to 8

Fundraising outside of school may take place with parent(s)/guardian(s) prior to written informed consent.

### 2.3 Grade 9 to 12

Fundraising outside of school may take place independently providing parent(s)/guardian(s) are informed of the fundraising project (students over 16 living on their own are exempt).

## 3. Fundraising Opportunities Must Be Voluntary

Participation in fundraising activities is strictly voluntary. Individuals should not feel compelled to participate in any fundraising activity, nor should they be subject to penalties, or be denied any benefits if they choose not to participate.

The school community is welcome to participate in fundraising activities. These activities should reflect diversity, values and priorities of the local school communities.

It is important that privacy for all individuals is respected. The personal information of staff, students or other individuals is not shared for the purposes of fundraising without prior consent. (The use of personal information by schools boards is governed by the Municipal Freedom of Information and Protection of Privacy Act).

## 4. Fundraising Activity Purpose

All fundraising activities approved by the principal, in consultation with, and upon the advice of the school council, and/or fundraising organization in the name of the school should outline the project and its value to the students and to the other beneficiaries of the program.

Principals should inform parent(s)/guardian(s) of all fundraising projects at least two weeks before the event to allow parent(s)/guardian(s) to determine if they should give permission to their children to participate. This applies to all grades and to all fundraising events. Parent(s)/guardian(s) should be invited to participate in all fundraising events.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section:** Business and Administrative Services      **Regulation Code:** BA-4.8.1  
• Finance      **Policy Code Reference:** BA-4.8  
**Regulation:** FUNDRAISING – GUIDELINES – continued      **Page 3**

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### 5. Fundraising Type

School purposes for fundraising may include: extra-curricular activities, student trips, purchase of goods or services for use by students, and any other purpose approved by the principal. A fundraising activity does not result in any person, including school board staff or volunteers, benefitting materially or financially from the activity.

5.1 Examples of acceptable uses of fundraising proceeds include:

- 5.1.1 assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip for students who cannot afford it).
- 5.1.2 supplies, equipment or services which complement items funded by provincial grants (for example, extracurricular band equipment, audio-visual equipment).
- 5.1.3 field trips or other excursions (for example, in-province, out-of-province, or trips abroad).
- 5.1.4 guest speakers or presentations.
- 5.1.5 ceremonies, awards, plaques, trophies or prizes for students.
- 5.1.6 scholarships or bursaries.
- 5.1.7 extracurricular activities and events (for example, travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs).
- 5.1.8 school yard improvement projects (for example, playground equipment, shade structures, gardens, outdoor skating rink).
- 5.1.9 upgrades to sporting facilities such as running tracks, installation of artificial turf and scoreboards.
- 5.1.10 support for activities that are unique to the denominational or cultural character of the school (for example, student retreats).

5.2 Examples of unacceptable uses of fundraising proceeds include:

- 5.2.1 items funded through provincial grants such as classroom learning materials and textbooks.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section:** Business and Administrative Services      **Regulation Code:** BA-4.8.1  
• Finance      **Policy Code Reference:** BA-4.8  
**Regulation:** FUNDRAISING – GUIDELINES – continued      **Page 4**

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- 5.2.2 facility renewal, maintenance, or upgrades funded through provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear.
- 5.2.3 infrastructure improvements which increase the student capacity of a school or are funded by provincial grants (for example, classrooms, additions, gyms, labs).
- 5.2.4 goods or services for employees, where such purchases would contravene the Education Act or a school council's by-laws regarding conflict of interest.
- 5.2.5 professional development including support for teacher attendance at professional development activities.
- 5.2.6 administrative expenses not associated with fundraising activity. Any administrative expenses associated with fundraising activity should be minimized.
- 5.2.7 support for partisan political activity, groups or candidates.

Not included as fundraising activities are services such as milk or juice sales, hot dog days, hot lunch days, etc. Similarly, if schools wish to be involved in read-a-thons, skip-a-thons, etc., where proceeds do not go to the school but instead go to a charitable institution or cause, these would not be considered the fundraising activity for the year. In situations where neighbouring schools will be appealing to the same clientele during fundraising, principals will co-ordinate these activities to avoid overlap and undue soliciting.

### **6. Accountability for Fundraising Activities**

Financial reporting practices must be in accordance with Board Policy No. BA-7.3, School Generated Funds and its corresponding Administrative Regulation No. BA-7.3.1, and be transparent to the school community.