



DIVISION: FINANCE

Policy #: FIN-406

POLICY NAME: SCHOOL FUNDRAISING

POLICY STATEMENT

The Newfoundland and Labrador English School District (NLESD) supports schools in their efforts to raise funds and recognizes the role fundraising can play in enhancing educational opportunities at the school level.

NLESD endorses a collaborative approach to fundraising for schools by students, parent groups, student councils and school councils that is consistent with NLESD's mandate, vision and values, and individual school plans. Fundraising activities are to be planned in accordance with the policies and regulations of NLESD. All planning and implementation of fundraising activities will be sensitive to any financial impact on members of the school community.

BACKGROUND

The school principal is responsible for the financial management of School Generated Funds. School Generated Funds are funds raised and collected at the school level in the name of the school. These funds are generated from sources other than NLESD's operating and capital budgets and can generally be categorized into either fundraised money or general revenue.

School Generated Funds, and thus fundraised money, are considered NLESD funds (public funds) and are therefore held to the same standard of transparency and accountability as other forms of NLESD funds.

The purpose of this policy is to provide guidance to schools when planning and implementing fundraising activities.

SCOPE

This policy and related administrative procedures/regulations and any related documents applies to all schools operating under NLESD and to all funds generated by a school, or school sponsored activity/group.

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DEFINITIONS

Fundraising

Any activity permitted under NLESD policy to gather voluntary third party financial contributions or other resources for school activities. This may be in the form of a school-wide or individual group activity operating in the name of the school and for which the school provides the administrative processes for collection. Such activities may take place on, or off, school property. These funds are considered School Generated Funds.

School Community

The students, school councils, parents and guardians, school administrators, staff, members of the broader community and partners, as well as others who support the local school and student achievement.

School Generated Funds

Funds that are raised and collected in the name of a school that are administered by the school principal. These funds are raised or collected from sources other than NLESD's operating and capital budgets and come under the control and responsibility of the school principal. This includes grant and international student funding received at the school.

General Revenue

A form of school generated funds that is not directly fundraised, but earned, collected or received by the school as a result of the school's operations. These funds are considered School Generated Funds. Examples of sources of general revenue are as follows: facility rentals and vending machine and cafeteria commissions.

Crowdfunding

The process of soliciting financial donations from a large number of people from all over the province, country and/or world, typically through a website.

POLICY DIRECTIVES

1. Fundraising activities must be compliant with NLESD, municipal, provincial and federal legislation, and Department of Education and Early Childhood Development (EECD) guidelines and policies.
2. The school principal, in consultation with the School Council and school staff, shall develop an annual fundraising plan for the beginning of the school year in accordance with the *School Administrators Handbook: Managing School Generated Funds*. All fundraising activities require the approval of the School Council as per the *Schools Act*,

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1997, including any revisions to the annual fundraising plan that may be proposed throughout the school year for unanticipated fundraising opportunities.

3. All fundraising proceeds shall have an approved, designated purpose and shall be utilized as intended. This includes a pre-determined purpose for any potential funds remaining after purchase of budgeted items.
4. Participation in fundraising activities is voluntary for staff and students.
5. The safety of students and staff must be a primary consideration when planning all fundraising activities.
6. Fundraising activities shall not interfere with instructional time unless authorized by the regional Assistant Director of Education (Programs).
7. Fundraising activities must be compliant with Service NL's lottery policies and procedures.
8. Food sold as a part of a fundraising activity in schools shall be selected exclusively from the Serve Most/Serve Moderately categories of the Provincial School Food Guidelines, with the exception of bake sales.
9. Fundraising activities shall not be permitted to support school trips/tours with the exception of a formal school group or individual student earning the right to represent the school at a recognized event. All out-of-province school trips/tours must be approved by the regional Assistant Director of Education (Programs) prior to travel and related fundraising activities.
10. Fundraising proceeds must be spent by the latter of the end of the school year in which they are raised or within six (6) months of when they are raised, with the exception of funds set aside for special multi-year projects. This does not apply to general revenue.
11. A "Chase the Ace" fundraiser, or a fundraising activity/event similar to Chase the Ace is prohibited.
12. All fundraising activities approved by School Council must employ a mechanism which allows the school principal to halt the activity/event once the fundraising goal has been reached.
13. A fundraising activity that is expected to exceed \$20,000 in total revenue, or has a cumulative total prize that exceeds \$20,000, requires the prior approval of the Assistant

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EFFECTIVE: September, 2018

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Director of Education (Finance and Business Administration/ Student Transportation), or designate.

14. Donations collected or received as part of a fundraising activity are considered fundraised money.
15. Schools shall not solicit funds or donations through crowdfunding.
16. Fundraising for non-essential school clothing is not permitted. Essential clothing would be considered items of clothing required for school jerseys or uniforms that are retained by the school.
17. Fundraising or seeking donations for jerseys or uniforms in return for advertising on the jerseys/uniforms or on school property is left to the discretion of School Council and/or School Administration on a case-by-case basis.
18. The school principal must provide the School Council with a report outlining the total revenues and expenditures upon conclusion of a fundraising activity.
19. Financial records, for all fundraising activities, are to be kept in the prescribed format and are subject to both an internal, or external, audit.
20. If fundraising is approved through NLESD's registered charity program (Newfoundland and Labrador Education Foundation Inc.), the funds are to be held in trust in the bank account of the registered charity.
21. Where non-compliance with this policy is determined to have occurred, appropriate action, including disciplinary action, may be taken.

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