
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: IKA
Policy Title: Fund Raising
Cross Reference:
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION ENDORSES EXTRA-CURRICULAR AND CO-CURRICULAR SCHOOL ACTIVITIES, AND SUPPORTS REASONABLE FUNDRAISING TO CARRY OUT SUCH ACTIVITIES.

DEFINITION

Fundraising: is any activity to generate funds by a school or school related organization for the benefit of the school, students, the school community, or other worthy cause that includes a solicitation of present or future donations of cash or non-cash gifts, whether the solicitation is explicit or implied.

GUIDELINES

1. School fundraising shall adhere to the Income Tax Act, and Canada Revenue Agency requirements.
2. If schools conduct fund-raising activities that anticipate the provision of receipts for income tax purposes, they must comply with Policy JC: Gifts and donations.
3. All funds must be accounted for in accordance with Policy DFH: School Generated Funds.
4. Schools are encouraged to keep fund raising to a minimum and not to surpass need, recognizing that:
 - 4.1. the same community is being accessed all the time; and
 - 4.2. student fund-raising can be very time consuming and as such, may be a detriment to a student's schooling.

REGULATIONS

1. Fund-raising activities must be compatible with the best interests of the students, the community in which the school is located and the communities which the school serves.
2. The principal must approve fund-raising activities that require student door to door canvassing, use the name of the school, are associated with a school activity, or serve the needs of the school.
 - 2.1. Before approving fund-raising activities, the principal must consider the following criteria:
 - 2.1.1. the impact of the activity on all concerned, especially the safety of the students, the school staff and any other persons who may be involved in the activity;
 - 2.1.2. the requirements of the Charitable Fund-raising Act;

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- 2.1.3. the process for consultation and collaboration with groups or organizations outside the division, including parent groups; and
 - 2.1.4. the process and plans for communicating the event to the school community, including reporting the financial results.
3. Where funds are raised by a school council or another school-related organization and donated to the school, it is the expectation of the Board that the decision about the manner in which the funds are to be raised and disbursed will be made collaboratively between the principal and the organization.
 - 3.1. When a school parent or community group raises funds to donate to the school, responsibility for financial accounting, reporting, and liability remain with that group.
 - 3.2. The final decision to accept a donation, whether of money or in kind, is the responsibility of the principal.
4. Fund-raised funds must be used for the purposes for which they were raised or an appropriate alternative.
 - 4.1. Schools are required to maintain accounting records for each fund-raising activity and provide financial statements in a form set by the Minister demonstrating that the fundraising collected have been spent for the same purpose for which they were collected;
5. School fundraising shall be done in a transparent fashion.
 - 5.1. Schools shall publicly disclose fundraising costs and revenue at the conclusion of the fundraising activity and conduct fundraising within acceptable legal parameters
6. Schools shall not:
 - 6.1. fundraise without an identifiable use or need for the proceeds;
 - 6.2. fundraise to purchase staffing;
 - 6.3. purchase fundraising merchandise or services that do not increase fundraising revenue;
 - 6.4. pay more than fair market value for fundraising merchandise or services;
 - 6.5. enter into not-at-arm's length contracts with suppliers or service providers;
 - 6.6. engage in commission-based fundraising remuneration or provide payment to fundraisers based on the amount or number of donations;
 - 6.7. conduct deceptive fundraising practices;
 - 6.8. fundraise for costs associated with textbooks, workbooks, photocopying, printing, or paper supplies;
 - 6.9. compel students to participate in fundraising activities;
 - 6.10. award prizes for participation beyond those of nominal monetary value; and

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6.11. conduct lotteries, casinos, bingos, raffles, pull tickets or other games of chance.