

INTRODUCTION

The board of trustees recognizes that schools may wish to supplement their budgets for school-related (special projects, school activities, charitable causes) student activities through public fundraising.

Fundraising may support school programs generally and may also be used to help defray individual student costs for things such as trip expenses, camps or uniforms.

Fundraising will include consultation with school community councils, parent advisory councils, staff and, where appropriate, the student council.

The board is supportive of fundraising activities taken by schools and also understands the need to set limits and provide appropriate guidelines.

GUIDELINES

Fundraising in schools is to be undertaken in accordance with the following guidelines.

- (1) The safety of students will be the paramount consideration in any fundraising activity.
 - (a) Door to door soliciting or soliciting in public (with the exception of tag days) by students is prohibited.
 - (b) The sale of products containing peanuts, peanut butter, peanut oil, or nuts is prohibited.
 - (c) All food products must be produced and/or packaged in a nut-free facility.
- (2) Student participation in fundraising activities is voluntary. Fundraising should be a cooperative effort with each individual contributing to the activities as they are able. There will be no incentive prizes awarded for the top sellers. Participation draws may be held.
- (3) School administrators must approve **all** fundraising activities. School administrators will coordinate an annual plan of all fundraising activities in their school including but not limited to those planned by the following:
 - parent advisory councils
 - band associations
 - school teams

SCHOOL FUNDRAISING

- School community councils.

The entire plan must be submitted by September 30th to the superintendent (see JJE-E1 – Annual Fundraising Plan).

Amendments to the list of fundraising activities reported on the Annual Fundraising Plan approved by the school administration must be provided if there are any additions made for the year and a written notice to amend the annual fundraising plan must be submitted to the secretary-treasurer.

For activities such as raffles, bingos and lotteries, 50/50 draws, Players Choice Raffles (aka silent auctions) and any other activity governed by the Liquor, Gaming and Cannabis Authority of Manitoba, schools must apply separately for licences for these activities through the Liquor, Gaming and Cannabis Authority of Manitoba at www.lgcamb.ca.

- (4) Schools are limited to one major fundraising activity per year. A major fundraiser is defined as one that:
 - (a) is organized by the principal or designate;
 - (b) is open to all the students in the school;
 - (c) is focused on specific school needs, which will be clearly communicated to parents.
- (5) The students or the specific group within the school will inform parents/guardians in writing of school fundraising activities and their purpose. At the conclusion of the fundraising activity, a report on its results will be shared with the community (e.g., by newsletter, by website).
- (6) The school administration will ensure the maintenance of proper accounting procedures and record keeping for all school fundraising activities. At the conclusion of all fundraising activities, but no later than June 30th of each school year, a fundraising report (Exhibit JJE-E2) must be submitted to the secretary-treasurer.
- (7) Parent advisory councils, band associations, school community councils, etc., will plan their fundraising separately. They will work in conjunction with school administration or designate around their specific fundraising plans to support their initiatives. All fundraising activities must be included on the report submitted as per section 3 above. Any changes/additions must be approved by the principal.

SCHOOL FUNDRAISING

- (8) Fundraising activities in support of outreach projects or charitable organizations (e.g., Terry Fox Run, Jump Rope for Heart, 30-Hour Famine) require the principal's approval. Such fundraising activities would not be considered a major fundraiser for the school. However, they must be included in the annual plan.

Effective Date:	December 20, 2005 November 21, 2006; May 17, 2011; February 18, 2014	Review Date: December 11, 2019
Amended Date:	624/05; 485/06; 170/11; 51/14	
Board Motion(s):	JJE-E1 Annual Fundraising Plan; JJE-E2 Fundraising Report	
Legal/Cross Reference:		
