

School Council Tip Sheet

Fundraising guidelines for school councils

Funding for schools comes from a variety of different sources and is used in a variety of different ways. School councils often raise funds to enhance educational programs and support initiatives that are part of the *School Success Plan*. These funds are usually gathered through fundraising and donations.

Approvals for fundraising activities

Fundraising activities undertaken on behalf of the school must be used to enhance the quality and relevance of education for students and must be consistent with the ethics and core values of the board and its fundraising partners. Funds raised should only be used to provide enhancements to the regular school program and should not support items funded through the school budget like textbooks and learning materials.

All school funding, no matter what the source, is under the direction and control of the school principal. Consequently, all fundraising activities must have the principal's approval. Charitable organizations must be approved by the board before they can be affiliated with the school.

The board has the right to place restrictions on fundraising activities to protect student safety, to prevent student exploitation and to ensure accountability for public funds.

Managing funds raised by school council

The Peel board requires all funds generated through fundraising activities initiated and administered by school council to be held and distributed through the school activity funds bank account maintained by the school.

Fundraising guidelines

School fundraising must be conducted with a specific purpose in mind. School councils cannot fundraise to create a general pot of money. Fundraising activities undertaken on behalf of the school should adhere to the following guidelines. Fundraising activities must not:

- interfere with the delivery of a school program
- become a burden on the school community, parents or staff
- occur too frequently

Door-to-door canvassing

- Door-to-door canvassing is discouraged for elementary and junior students.
- Written informed consent is required for all students involved in door-to-door canvassing.
- Secondary students should canvass for funds only during daylight hours and in groups of at least three students.

Incentives

- Class or group rewards are acceptable incentives for fundraising activities but individual incentives should be discouraged. Keeping with the spirit of the Ministry of Education's School Food and Beverage Policy, schools may decide to avoid food incentives.

Quality of products and services

- Products and services used for fundraising should be of good quality and should be provided by reputable companies.
- Products and services should be suitable for student use and should reflect the values held by the board.

Commercial agreements

- Fundraising activities must not require students to listen to or read commercial advertising.
- Fundraising activities must not require direct endorsement of products or services.

Fundraising approvals

- All fundraising activities within the school community must be approved by the principal.
- Activities extending beyond the school community or raising funds for outside organizations require approval of the superintendent of education.

Donations

- Donations from businesses or other organizations must be approved by the principal.
- Donations must support the board's mission and comply with ministry and board policies and guidelines.
- Donors must advise the school about the purpose and intended use of the donated funds or goods.
- Donations of goods that are eligible for a receipt will require an appraisal and special certification by the donor. Donations of this type must follow Canada Customs regulations. More information is provided in the board's Donations Policy # 13 (available through your principal) and the government website at: www.cra-arc.gc.ca/charities.
- Donations may be eligible for a charitable tax receipt, which must be issued through the board office.

Examples of appropriate donations include:

- graduation awards or scholarships
- contributions to the school to help with purchasing specific items, such as computers, books or musical instruments

Fundraising for capital projects and capital-related items

School council may also be interested in raising funds for capital projects or capital-related items. In some cases, the board may ask council to help with fundraising for capital projects/items.

Fundraising activities for these initiatives must be conducted in consultation with the principal.

In addition to the general fundraising guidelines, additional guidelines apply to **capital-related items**. This involves small scale-fundraising for items, such as computers, furniture, playgrounds and street signage.

- **Computers** – equipment donated or purchased with school council funds must meet the board’s current technical standard for information technology
- **Creative playgrounds** – the process must comply with the board’s Operating Procedures for Environmental Health and Safety in Board Facilities, Section 2, Subsection 2.22.1 (contact your principal for more information)
- **School signage** – the Facilities Manager must be consulted to ensure that the signage meets construction requirements, signage standards and municipal bylaw requirements

Capital projects involve large scale fundraising for construction of items such as an auditorium, theatre or portable.

- Capital project proposals should be presented to the superintendent of education, school principal, school council and local trustee(s) for discussion and consultation. Consultation with the parent community beyond school council may also be necessary.
- If approved, the proposal is referred by the superintendent of education for a viability review. The review is conducted by Planning and Accommodation, in consultation with other service areas in the board. The review will take into consideration a variety of factors, including alignment with curriculum priorities, long-term costs and maintenance, enrollment projections etc.
- If approved, the superintendent of education will bring the proposal to the Leadership Council for review. Additional review or consultation with the Ministry of Education and the broader community may also be necessary.
- Approved capital projects must comply with existing Peel board policies and regulations.
- Projects that involve a partnership with an outside organization must comply with the board’s fundraising guidelines and viability review and be coordinated by the director of communications and community relations.
- For a project to proceed, all funds must be in place. A written agreement is required to address key issues, such as managing funds, tax receipts and long-term maintenance. All capital construction projects remain the property of the Peel board.