

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 520</b>
	<b>Fundraising</b>
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019, January 2020
LEGAL REFERENCE:	Section 52, 53, 55, 68, 197, 222, 256 Education Act Charitable Fund-Raising Act Gaming and Liquor Act Income Tax Act Public Contributions Act

## Background

Generating additional revenue in support of programs can enhance educational services for students.

Funds raised are to be used to benefit students, enhance the quality and relevance of education for learners and contribute to the development of responsible citizens.

Fundraising activities must be compatible for the best interests of the students, school staff and community and not detract from curricular activities.

## Procedures

1. Funds raised are to complement – not replace – public funding for education.
2. Fundraised dollars are not to be used for instructional purposes or basic education items, those being items required to complete a core course.
3. Fundraising goals are to be developed in advance of the fundraising activities. Decisions on fundraising activities and the expenditure of fundraised dollars are to be made in consultation with principals, staff, students, School Councils and parents.
4. Participation in fundraising activities is to be voluntary. Non-participation in fundraising is not to be the determining factor in the exclusion of a student from an event or program.
5. Students are not to be put at risk in participating in fundraising activities.
6. Principals are required to maintain a record of revenue and expenditures for all school sponsored revenue generating projects and keep on file a financial statement of each project, in accordance with [AP 512 - Administration of School Collected Funds](#).
7. An accounting of the income and expenditures related to school fundraising activities shall be forwarded to the Secretary-Treasurer.
8. Accountability for fundraised dollars contributed to a school rests with the Principal.