

<b>JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD</b>
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<b>ADMINISTRATIVE PROCEDURE STUDENTS: NO. 335</b>	
Effective	August 21, 2019
Last Revised	August 15, 2023

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## SCHOOL FUNDRAISING: APPROVALS AND SAFETY

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### 1. PURPOSE

The James Bay Lowlands Secondary School Board recognizes the value of, and supports, excursions and other school-based projects for which the Board does not fully budget. Therefore, the Board permits students to enter into fundraising activities for any worthwhile project, subject to the directives set out in Ontario Ministry of Education Memorandum 2012:B10 Fundraising Guideline and the guidelines in this administrative procedure.

The Board recognizes that parents and communities may choose to support their schools through fundraising. This administrative procedure provides direction on how to effectively administer school fundraising activities.

The safety of students must be a primary consideration in all school fundraising.

### 2. DEFINITIONS

**Fundraising:** Fundraising is defined as the raising of money for the support of a charity, for a community cause, or to defray the cost of excursions and other school-based projects.

**Major Fundraising Project:** This is a project which involves the majority of the school community. The nature of the undertaking could be either a single large-scale activity or a series of small activities. The funds raised are directed toward one (1) specific cause.

**Minor Fundraising Project:** This is a project which is restricted to the families of the students or to activities within the school.

**Parents:** All references to parents in this administrative procedure include a parent and a legal guardian(s).

### PROCEDURES

#### 3. Board Expectations

- 3.1 Whenever a fundraising activity is conducted in the name of the school, whether initiated by the school, a parent group, or school council, the principal is ultimately responsible for administering this procedure and ensuring that it is followed.

- 3.2 Safety precautions and supervision while students are engaged in canvassing or fundraising shall be the prime concern.
- 3.3 No student or representative may canvass or fundraise on school property without the consent of the principal.
- 3.4 The principal shall ensure that the purpose, role, and value of each fundraising activity is clearly understood by students and explained in writing to parents (and to the school community and/or community at large, where appropriate).

#### **4. Approvals for Fundraising Projects**

- 4.1 All requests from charitable and community organizations for student assistance are to receive the initial approval of the principal in consultation with the director of education and finance & HR administrator.
  - 4.1.1 Participation of the school in fundraising for charitable and community causes will be limited and spaced so as to not overburden parents or to use an undue amount of school time for these activities.
- 4.2 Any fundraising activity for excursions and other school-based projects (e.g. awards, sports equipment) is subject to the discretion and approval of the principal.

#### **5. Student Safety**

- 5.1 Prior written consent must be obtained from the student's parents or guardians before the student may participate in school fundraising.
- 5.2 The principal shall ensure the following:
  - a) there is adequate adult supervision on blitz campaigns;
  - b) students are assigned to work in groups of two or more;
  - c) for blitz campaigns, each group has an assigned area;
  - d) sales are restricted to no later than 8:00 p.m.; and
  - e) parents are made aware of the expected time of the canvass to start and finish.
- 5.3 The terms of this administrative procedure shall apply to all fundraising activities carried out in the name of the school which may involve students, staff, parents/guardians, or fundraising groups.
- 5.4 Instructional time used for fundraising purposes is to be kept to a minimum.

**6. Lotteries**

- 6.1 Requests from charitable and community organizations to distribute and/or to sell tickets through the students will be denied, except where the selling of tickets and all proceeds derived from the sales are directed to the support of school programs (e.g. excursions).
- 6.2 The sale of lottery tickets is permissible where such has been initiated by the school or by a parent group in support of school-related projects, and where all proceeds derived from the sale are directed to the school. All legal requirements for lottery process and procedures must be in place and adhered to.

**7. Accountable and Transparent Handling of Funds**

- 7.1 Appropriate safeguards must be in place regarding the collection, deposit, recording, and use of public funds.
- 7.2 Detailed accounts of funds raised by school fundraising shall be given to and kept by the principal in accordance with Board accounting procedures.
- 7.3 Detailed accounting procedures for school fundraising are set out in Administrative Procedure 536 School Fundraising: Administration of School-Generated Funds

**REFERENCE DOCUMENTS*****Legal:***

*Education Act, Section 265 Duties of Principal: Care of Pupils*

Ontario Regulation 298, Section 11: Duties of Principals: Solicit Views of School Council

Ontario Regulation 298, Section 25: Canvassing and Fundraising

Ontario Ministry of Education Memorandum 2012:B10 Fundraising Guideline

<http://www.edu.gov.on.ca/eng/parents/Fund2012Guideline.pdf>

***Board:***

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-05 Multi-Year Strategic Plan

Board Policy GOV-09 Board Communications

Board Policy GOV-20 Safe School Environment

Administrative Procedure 160 School Council

Administrative Procedure 535 Management of Student Funds

Administrative Procedure 536 School Fundraising: Administration of School-Generated Funds