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**Purpose:**

The purpose of this procedure is to clarify responsibility and expectations that the School Authority has regarding funds raised in the name of and/or for the benefit of the School Authority.

**Definitions:**

**School Generated Funds:** Funds that are raised and collected in the school or broader community in the name of the school by Parent Council or other school administered groups. These funds are administered by the School Principal.


**Fundraising:** Any activity, permitted under the School Authority's policy, to raise money or other resources, that is approved by the School Principal, in consultation with the Parent Council, and/or a school fundraising organization/individual operating in the name of the School Authority, and for which the school provides administrative processes for collection.

**School Community:** Refers to students, parents, guardians, Parent Council, trustees, school administrators, staff, volunteers, and community partners.

**Roles and Responsibilities / Administrative Procedures:**

**1.1 Principal/Designate**

- 1.2 The School Principal/Designate will ensure that staff and the school community are aware of and adhere to these procedures and all relevant School Authority policies.
- 1.3 The School Principal/Designate will ensure that all fundraising activities are compliant with municipal, provincial, federal legislation.
- 1.4 The School Principal/Designate will approve all school fundraising activities and activities conducted in the name of the School Authority prior to their commencement and ensure that they are planned and coordinated.
- 1.5 The School Principal/Designate will ensure that parents/guardians will be informed of all fundraising activities.

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- 1.6 The School Principal/Designate will ensure that all participation in fundraising is voluntary.
- 1.7 The School Principal/Designate will ensure that student participation in fundraising activities requires supervision and is age-appropriate and that any canvassing activities will be restricted to family and friends.
- 1.8 The School Principal/Designate will ensure the safekeeping of all monies collected by the fundraising activities and forwarded to the School Authority.
- 1.9 The School Principal/Designate will ensure that funds received for a specific purpose will directed only towards that purpose.
- 1.10 The School Principal/Designate will provide feedback to the students, parents/guardians and the community, as applicable, as to how the funds were used (i.e., school announcements, school website, minutes of meetings or newsletters).

## 2.0 Expectations

- 2.1 Pursuant to section 25 (1) of the Ministry Regulation 298, the board must approve all fundraising activities.
 

Approved fundraising activities may include but are not limited to:

  - Sale of products;
  - Bingo games, lotteries or raffles;
  - In-school events; and
  - Donations to charitable organizations or causes.
- 2.2 For fundraising events which are unusual or unique in nature, the Principal should seek the advice of the Board of Trustees as to the appropriateness of the event.
- 2.3 Decisions on what types of expenses will be permitted with the funds raised shall be as follows:
  - 2.3.1 **School Initiated Funds:** the Principal shall determine the permitted expenses.
  - 2.3.2 **Special interest groups, including School Council:**
    - The group and the Principal shall agree on the goal of the fundraising in advance of the event and will be recorded in the Minutes of the School Council meeting.
    - If, after the fundraising event, circumstances change and/or the expenditure goal needs to be changed, it will only be changed in agreement of both the group and the Principal.


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- If no agreement is reached, the funds raised will be held until a goal agreeable to both parties is determined.

- 2.3.3 **Other Community Partners (external groups):** the group shall consult with the Principal and make the decision in accordance with relevant policies.
- 2.3.4 Funds raised for no specific purpose can only be used for student related activities or educational resources at the discretion of the Principal.
- 2.4 Expenditures shall not exceed fundraising revenues received.
- 2.5 School Council shall be provided with detailed records of the expenditures.
- 2.6 The School Authority may provide resources, as determined by the Principal, to assist with the fundraising activities, collection, processing and accounting for monies expended for and for monies collected during the fundraising activities; however, in so doing, will ensure that none of the fundraising related activities will interfere with program delivery nor place undue burden on the staff, the students or their family.
- 2.7 Public Sector Accounting Board (PSAB) standards require that all school boards and school authorities consolidate funds generated at the school level with the annual financial statements of the school authority. All funds collected through the school or school council fundraising are subject to the School Authority's regular audit and accountability standards.
- 2.8 Bingos and lotteries shall be carried out in accordance with the established regulations and procedures of the Alcohol and Gaming Commission of Ontario and local municipal regulations and procedures.
- 2.9 Fundraising activities will not relate to capital projects.

### **Additional Information**

The John McGivney Children's Centre School Authority is committed to the principles of equity and inclusive education which value and promote human rights and social justice in all of its policies, programs, guidelines, operations and practices.

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**Applicable Documents/References:**

Document/Form Number	Document/Form Title
<a href="#">2005 Fundraising Policy</a>	Fundraising Policy
<a href="#">Mission and Vision</a>	JMCCSA Mission and Vision Statement
<a href="#">Appendix "A"</a>	Ministry of Education Fundraising Guidelines
<a href="#">Appendix "B"</a>	PPM 159 School Food and Beverage Policy
<a href="#">Appendix "C"</a>	Nutrition Standards for Ontario Schools
<a href="#">Reg 298</a>	Education Act 25.(1)
<a href="#">612/22</a>	Education Act 612/22 School Councils
<a href="#">Municipal Guidelines</a>	City of Windsor – Charitable Fundraising

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PROCEDURE: ADMINISTRATION: PR2005

EFFECTIVE: January 20, 2006

AMENDED: April 22, 2020

REPEALED:

REVIEW DATE: 2024-2025

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**