

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Fund Raising	CODE: JLK
LEGAL STATUS: Board Motion #245.07	DATE APPROVED: 13 Nov 07

Background: The Board of Education recognizes its responsibility in providing the necessary financial resources for basic educational programming. However, it also acknowledges that there are times when a school or school-based group may wish to raise funds to complement and/or supplement the basic educational program, support charities or community projects, or for co-curricular or extra-curricular activities.

POLICY: **The Board of Education authorizes each principal to approve all internal fund raising projects. Any other fund raising project to be conducted outside of the school requires the written approval of the Director of Education or designate.**

- Guidelines:**
1. The principal may approve a maximum of one school fund raising project, one School Community Council fund raising project, and one charitable fund raising project that is conducted outside of the school.
 2. The principal is responsible for informing parents/guardians of the specific nature and purpose of school-based fund raising.
 3. All school fund raising must comply with civic and/or provincial regulations.
 4. Fund raising projects should not impinge on the instructional time allocated to subject areas.
 5. Involvement by students in fund raising is voluntary.
 6. Consideration must be given to the safety and security of students participating in canvassing.
 7. Fund raising shall not be conducted for providing instruction, basic education items, or any item required for course completion.

- Procedures:**
1. Final approval for any fund raising project must be obtained from the principal of the school.
 2. The principal must ensure the setting of adequate ground rules for students participating in fund raising projects. These include:
 - i) Students must clearly know the purpose of the project.
 - ii) Kindergarten to Grade IV students require direct adult supervision for any door-to-door canvassing.
 - iii) Students should not gain personally from their own sales, with the exception of prizes offered as sales incentives.
 3. The principal is responsible for establishing proper procedures for safekeeping, accounting, and management of all monies collected.

4. The purchase of goods and services with funds derived from school-based fund raising shall adhere to school board *Policy DJB*.
5. The principal shall submit an annual summary of all school-based fund raising activities conducted during the school year, as well as other monies collected on an on-going basis. This shall be prepared and made available to the Director of Education by June 15th of each year, using the attached appendix.

