

**1. Rationale**

The Simcoe County District School Board (SCDSB) recognizes that school and board level fundraising can serve as valuable learning experiences for our students and opportunities to engage the school community.

Fundraising activities are guided by the principles of public education, relevant legislation and guidelines, the school community, and the strategic goals of the board. The activities will be mindful of the diversity, equity, accessibility, and partnerships that exist in the school community.

**2. Policy**

It is the policy of the SCDSB to encourage and support fundraising activities that enrich the school and community experience of our students, engage the community, are planned and communicated, are financially accountable, and consistent with board goals.

**3. Definition**

**Fundraising** is any activity permitted under this policy that raises money or other resources, is approved by the principal in consultation with, and upon the advice of the school council and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

3.1 **Ontario Federation of Home and School Associations (OFHSA)** is an organization whose fundraising activities are not governed by this policy.

3.2 **School community** refers to students, parents, guardians, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

**4. Guidelines**

4.1 The principal shall be directly responsible for all fundraising activities carried on in the name of the school or sponsored or endorsed in any manner by the school.

4.2 The development of the School/School Community Annual Fundraising Plan will be in consultation with the school council and other fundraising organizations. It will be approved by school administration and endorsed by the school council.

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- 4.3 Fundraising proceeds will not be used to replace public funding or support items funded through provincial grants. Fundraising will not result in an increase in the student capacity of a school or in a significant increase in operating or capital costs.
- 4.4 A fundraising activity will not result in any person, including school board staff or volunteers, benefiting materially or financially from the activity.
- 4.5 The principal must give consideration to the number and extent of fundraising activities so that the total fundraising efforts in a school do not adversely impact on classroom time, on administrative time, or overburden the community.
- 4.6 The personal information of individuals involved must be respected.
- 4.7 Fundraising activities among schools, school councils, and the board should be coordinated where feasible.
- 4.8 The principal must ensure that the intent of each fundraising activity and the use of the proceeds are clearly outlined to the school community on an annual basis, through a school newsletter or school website.
- 4.9 The participation of any student or staff in a fundraising activity is on a voluntary basis.
- 4.10 Fundraising activities will be planned with regard to the safety of students.
- 4.11 The principal is responsible for maintaining the financial records, by working in co-operation with the school council or school fundraising organization. In this way staff and volunteers can be protected as they handle and manage the proceeds raised from these activities.

## **5. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

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