

## Administrative Procedure 520

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### SCHOOL FUNDRAISING

#### Background

Generating additional revenue can enhance the provision of educational opportunities for students. Funds raised in schools must be used to benefit students by enhancing the quality and relevance of education for learners. Fundraising activities that will develop responsible citizens is encouraged.

#### Procedures

1. All fundraising in the name of the Division or a school is subject to these administrative procedures unless the Superintendent grants a specific exemption as to all or part of these procedures in writing.
2. Fundraising activities by external agencies in the name of the Division must have the prior approval of the Superintendent. Fundraising activities by external agencies in the name of a school (including any program or activity offered at or through the school) must have the prior approval of the Principal.
3. All fundraising activities must be voluntary on the part of those involved. No student, parent or employee (beyond regular hours of employment) is to be coerced by any means to participate, or to suffer any negative repercussion or stigma for not participating.
4. Parental approval is required for student participation in fundraising activities.
5. Students shall not be put at risk in participating in fundraising activities.
6. Funds raised are to complement and not replace public funding for education. Fundraised dollars must not be used for providing the basic learning resources necessary to complete a program of study or course.
7. Fundraising goals must be developed in advance of the fundraising activity and be approved by the Principal. Decisions on fundraising activities and the expenditure of fundraised dollars must be made in consultation with school staff members, students, School Council and parents.
8. The Principal shall be held accountable for ensuring that proper controls are established for the activity and the revenue generated. Financial reports must be made available to the Superintendent as requested from time to time.

9. All monies that come into the possession of the school/School Council are the property of the Division, and subject to its ultimate control, and therefore full accountability to the Division is required by the school/School Council for any monies received and disbursed.
10. An accounting of all income from fundraising activities received by the school, including funds donated by external agencies as well as a full accounting of the expenditure of such funds, shall be forwarded to the Superintendent annually in accordance with any other administrative procedures regarding accounting for school funds, or as may otherwise be required by the Superintendent or designate.
11. The Superintendent reserves the right to disallow or discontinue any fundraising activity that s/he believes to be contrary to the spirit and intent of these procedures, or otherwise undesirable.

Reference: Section 33, 52, 53, 55, 68, 197, 222, 256 Education Act  
Charitable Fund-Raising Act  
Gaming and Liquor Act  
Income Tax Act  
Public Contributions Act  
Alberta School Council Resource Manual