FUNDRAISING

Scope

This policy governs school fundraising activities and the accessing of schools by outside fundraising agencies.

Purpose

To provide guidelines to schools as to the timing and type of fundraising activities appropriate for schools.

Policy Statement

It is the policy of the Cape Breton-Victoria Regional School Board that fundraising projects should be geared to the needs of the school. The projects should be of an acceptable nature and age-appropriate for an educational setting. Fundraising efforts should centre around non-food products or healthy foods and should not include food items that are elevated in fat, sodium or concentrated sugars, as per Provincial Food and Nutrition Policy for Nova Scotia Public Schools.

Appropriate accounting principles must occur with all fundraising events.

Context

In recognition that schools will be engaged in fundraising events for extra-curricular activities, the following definitions will apply:

1. Student/Family Fundraising Activity…
   Any fundraising activity planned, conducted or sponsored by the school wherein students/families are participants in the planning and/or conduct of the activity.

2. “In-community” Fundraising Activity…
   Any fundraising activity planned, conducted or sponsored by the school wherein students/families are involved with selling or soliciting within the school community.

3. “In-school” Fundraising Activity…
   Any fundraising activity planned, conducted or sponsored by the school wherein students/families are involved, and includes only in-school events.
Cross Reference

School Based Funds Policy (FIN 116) CBVRSB  
(http://www.cbv.ns.ca/welcome/modules/mastop_publish/?tac=Policies)

Active Healthy Living Policy (PSS 259) CBVRSB  
http://www.cbv.ns.ca/welcome/modules/mastop_publish/?tac=Policies

Provincial Food & Nutrition Policy for Nova Scotia Public Schools (http://www.ednet.ns.ca/)

Authorization

This policy has been authorized by the Board under motions number 99-355.

Responsibility

It is the responsibility of the Director of Programs and Student Services to ensure that this policy and administrative procedures are implemented.

Implementation

The Co-ordinator of School Services will implement the policy and administrative procedures.

Procedures

These guidelines apply to any school, school club/group, team, and/or parent group. The guidelines are:

1. Schools will provide parents with information on their fundraiser. All fundraising activities must receive the approval of the school principal prior to commencement of the activity.

2. Goods received or services rendered should be the basis for fund raising projects.

3. No public fund raising campaigns that solicit contributions from students are permitted in schools. The canvassing of funds from teachers is entirely the responsibility of the schools and principals.

4. Equitable practices should be followed to ensure no child or family is pressured or disadvantaged by fundraising efforts.

5. The school principal is expected to review and approve the development of student fundraising activities with input from members of the school community including: students, staff, Home & School Association, the School Advisory Council and others as appropriate.
6. School fundraising must recognize that student safety is the primary concern when planning / conducting student fundraising activities.

7. School fundraising must ensure that activities do not negatively impact teaching / learning activities or instructional time for students.

8. All fundraising must include reasonable limits on:
   a) the number and frequency of student fundraising activities (especially “in-community” activities) during the school year; and,
   b) student participation in fundraising activities in terms of age, grade and maturity of students.

9. All fundraising must reflect careful consideration of both the purpose and the means of fundraising such that the hallmark of every fundraising activity is quality in both service and product.

10. All fundraising activities must comply with Board guidelines for the management of school funds as per School Based Funds Policy FIN116 (Cape Breton-Victoria Regional School Board).

11. All fundraising activities must consider the impact on the community in terms of community concerns, expectations, values, economic conditions and traditions.

**Associated Forms**

**Policy Review**

This policy will be reviewed by Director of Programs and Student Services within three years from the authorization date.

**Distribution**

Board Members
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