

Administrative Procedure 513

Revised: March 2017

FUNDRAISING

Background

On occasion, schools will carry out fundraising activities and projects for which there is a specific value for students. In recognizing that Holy Spirit Catholic Schools is a registered charity, all fundraising will be carried out within the parameters of Provincial and Federal legislation.

Value and Core Commitment Link

“Stewardship”

- “We ensure that our resources and efforts best serve the educational needs of all our students.”
- “We are accountable to our supporters and will operate in a fiscally responsible manner.”
- “We ensure that decisions are both fact and policy-driven.”

Procedures

1. Schools are permitted to engage in fundraising activities so long as they are necessary to fulfill our mandate.
2. All fundraising activities shall be authorized in advance by the Principal.
3. Fundraising should be undertaken when there is an identified need or use of the money that would be raised. Fundraising should not be undertaken simply because there is an opportunity to raise additional funds.
4. Parents should approve of the fundraising activities.
5. Students should not be put at risk in participating in fundraising activities.
6. Fundraising must have an identified purpose with clear communication to students, parents, and the community about the use of the proceeds. This must be done prior to the beginning of the fundraising activity.
7. Students and parents cannot be forced to do fundraising and cannot be penalized if they choose not to participate.
8. Fundraising cannot be done for basic educational needs. Fundraising can only be done for what is considered “extra”.

9. Fundraising cannot be done to the benefit of a single individual or a purpose outside of the School Division's mandate, which is to provide educational programs and services to students.
10. No staff member shall be in a position to personally profit from fundraising.
11. Contracts for fundraising merchandise should be at arm's length to staff of the school division and should not be sole sourced without justification and independent verification.
12. Principals shall ensure that receipt of funds and disbursements are subject to appropriate accounting standards. The accounts may be audited by the Secretary Treasurer on a periodic basis.

References: Charitable Fundraising Act of Alberta
<http://www.qp.alberta.ca/documents/Acts/C09.pdf>

Fundraising by Registered Charities Guidance: CG-013
<http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/fndrsng-eng.html>