

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Business and Administrative Services
• Finance

Regulation Code: BA-4.8.1
Policy Code Reference: BA-4.8

Regulation: FUNDRAISING – GUIDELINES

Page 1

This administrative regulation is written in accordance with the guiding principles in Board Policy [BA-4.8, Fundraising](#).

1. Fundraising Plans

- 1.1 Each year the principal, in consultation with students, staff and parent(s)/guardian(s) and the school council will prepare a School Fundraising Plan ([Appendix A](#)).

Fundraising activities must be developed and organized with advice and assistance from the school community, including parents, staff, and students. All fundraising opportunities must have a designated purpose with proceeds used for that purpose.

- 1.2 The approved plan will be communicated through the school to the school community and forwarded to the school superintendent by the end of October.

- 1.3 Adjustments to the plan during the school year may be made by the principal, in consultation with the parent(s)/guardian(s), staff and students, and the school council.

- 1.4 A copy of the plan must be retained in the school for audit purposes for seven years.

A7,A7,5 may be made by the principal, in

consultation with the school council. In any fundraising program, the safety of students must be given primary consideration.

To ensure optimal protection of students, emphasis should be placed on in-school fundraising. If out-of-school fundraising activities are chosen, students' fundraising activities require supervision and should be age appropriate. Safety cautions are outlined by school staff to all students involved in the project.

The following incremental levels of responsibility, based on grade and age, will be guidelines to follow in an attempt to assure the students' safety.

- 2.1 Junior Kindergarten to Grade 6

No out-of-school fundraising that involves door-to-door soliciting is permitted. This does not restrict these students from being involved in fundraising activities occurring within the school or with family/friends.

- 2.2 Grade 7 to 8

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

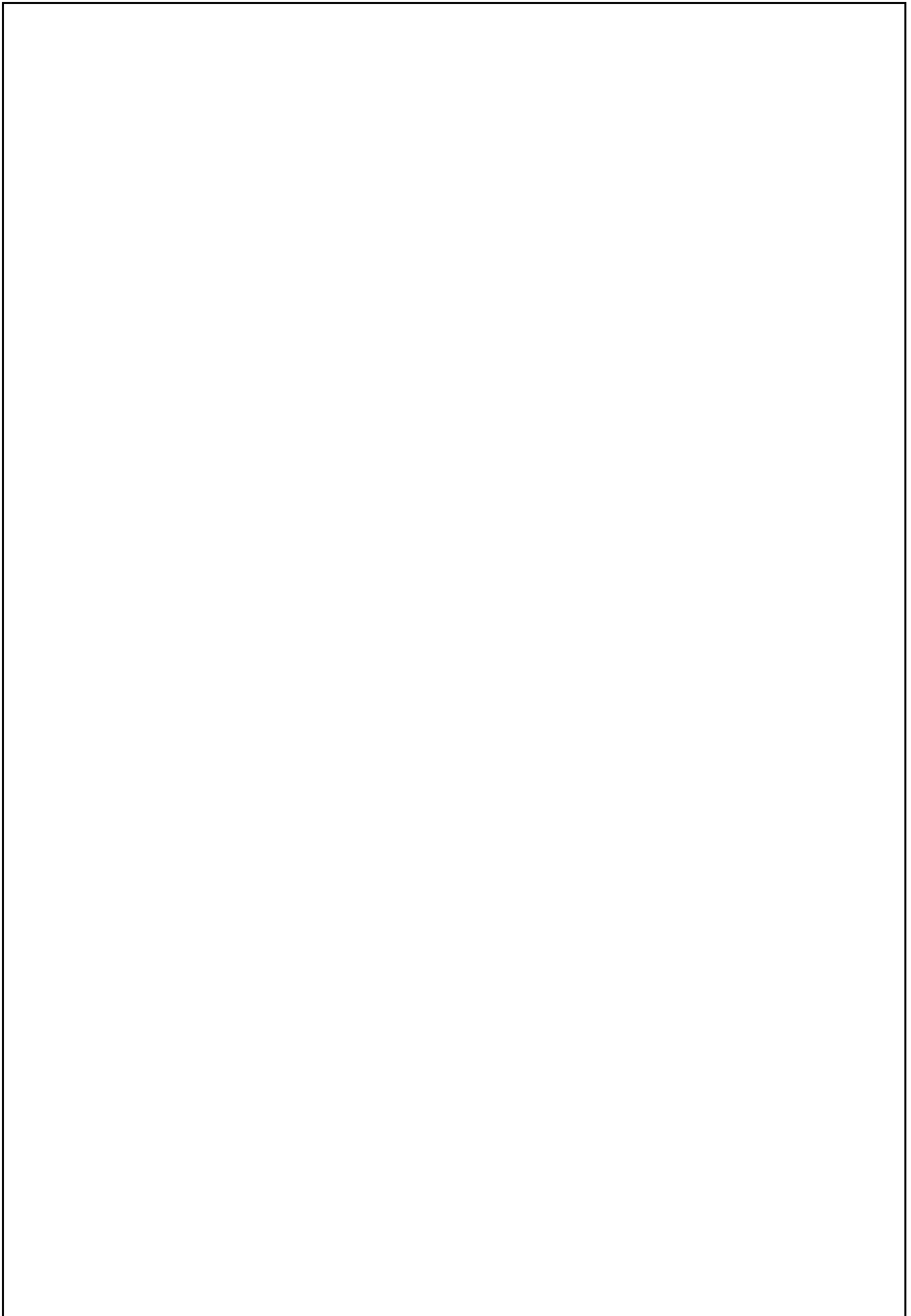
Section: Business and Administrative Services **Regulation Code:** BA-4.8.1
• Finance **Policy Code Reference:** BA-4.8
Regulation: FUNDRAISING – GUIDELINES – continued **Page 2**

Fundraising outside of school may take place with parent(s)/guardian(s) prior to written informed consent.

2.3 Grade 9 to 12

Fundraising outside of school may take place independently providing parent(s)/guardian(s) are informed of the fundraising project (students over 16 living on their own are exempt).

3. Fundraising Oppeg-6 f16. 4NG1.7(undr)125.undra)6 i)5.474 (nd)16.7Tc f e)6 (i)5.4 (nd)16.7e)6 p5 e)690s6



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services **Regulation Code:** BA-4.8.1
• Finance **Policy Code Reference:** BA-4.8
Regulation: FUNDRAISING – GUIDELINES – continued **Page 4**

- 5.2.2 facility renewal, maintenance, or upgrades funded through provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear.
- 5.2.3 infrastructure improvements which increase the student capacity of a school or are funded by provincial grants (for example, classrooms, additions, gyms, labs).
- 5.2.4 goods or services for employees, where such purchases would contravene the Education Act or a school council's by-laws regarding conflict of interest.
- 5.2.5 professional development including support for teacher attendance at professional development activities.
- 5.2.6 administrative expenses not associated with fundraising activity. Any administrative expenses associated with fundraising activity should be minimized.
- 5.2.7 support for partisan political activity, groups or candidates.

Not included in the fundraising plan are activities such as milk programs or hot lunch days, etc. Similarly, if schools wish to be involved in read-a-thons, skip-a-thons, etc., where proceeds do not go to the school but instead go to a charitable institution or cause, these would not be considered the fundraising activity for the year. In situations where neighbouring schools will be appealing to the same clientele during fundraising, principals will co-ordinate these activities to avoid overlap and undue soliciting.

6. Accountability for Fundraising Activities

Financial reporting practices must be in accordance with Board Policy [BA-7.3, School Generated Funds](#) and its corresponding Administrative Regulation [BA-7.3.1, School Generated Funds](#), and be transparent to the school community.