

## **Background**

The Division recognizes that fundraising may be used to generate additional revenue to provide learning opportunities which can enhance educational services for students.

## **Procedure:**

1. Funds raised should complement - not replace - public funding for children for instructional purposes. Funds raised should be used to:
  - benefit all students in a group at the same rate
  - enhance the quality and relevance of education for learners
  - contribute to the development of responsible citizens
2. No employee shall benefit financially from fundraising.
3. Prior to any fundraising activity occurring, it must be approved, in writing, by the School Principal. (Use Form 3-3 – Fundraising and Financial Reporting). Fundraising goals must be developed in advance of the fundraising activity. Funds generated should only be used for the specific purpose intended. Any surplus of funds to the project will be re-directed to another recognized school group. Decisions on fundraising activities and the expenditure of fundraised dollars should be made in consultation with School Principals, staff, students and school councils, parents and be approved by the School Principal.
4. No school area or room shall be named for a fundraising or other purpose without the prior approval of the Superintendent.
5. Participation by all stakeholders in fundraising activities shall be voluntary.
6. Students should not be put at risk in participating in fundraising activities.
7. Schools are required to maintain a record of revenue and expenditures for all school-sponsored revenue-generating projects.
8. Accountability for fundraised dollars contributed to a school rests with the Board. However, schools should communicate with their school community about fundraising activities and should have summary financial statements which are reported to regional services staff and kept on file to provide information about income and expenditures related to these activities. An accounting of the income and expenditures related to school fundraising activities will be included in the SGF Annual Statement.
9. Fund raising activities shall not interfere with the regular operations of the school and not detract from curricular activities. Fundraising activities must be compatible with the best interests of the students, school's staff and community.
10. Receipts shall be issued by the school division for all donations equal or greater than \$50. A receipt for less than \$50 but greater than \$20 will be issued upon request.
11. The School Principal or designate shall be held accountable for ensuring that proper

controls are established for the activity and the revenue generated.

12. All materials and equipment purchased through fundraising shall become the property of Pembina Hills Public Schools but remain at the school where the funds were raised.

### **Reference**

[AP 30-05 Charitable Donations](#)  
[Form 3-3 Fundraising and Financial Reporting](#)