



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: SCHOOL FUNDS

CODE: 5081 Fundraising

Reference Matrix	
Education Act (1995)	Section 110
Other Relevant Acts	<i>Charitable Fund-raising Business Act</i>
Holy Family Related Procedures	OP 5082 Accounting for School Generated Funds
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	December 7, 2015

### Background:

Funds raised should be used to benefit students and enhance learning opportunities. Fundraising activities shall be compatible with the best interests of students, staff, and community and not detract from curricular activities. Fundraising shall operate in harmony with the Mission, Vision, and Guiding Principles for the Holy Family RCSSD No. 140.

### Procedures:

#### 1. General Principles

All school-based and School Community Council fundraising shall operate under the same guiding principles. All fundraising shall:

- 1.1 Operate under the approval and supervision of the Principal.
- 1.2 Comply with all laws of the *Charitable Fund-raising Businesses Act*. This document can be accessed at: <http://www.fcaa.gov.sk.ca/CPD-CFRB>
- 1.3 Be submitted to the Division Office for accounting purposes in accordance with [OP 5082 Accounting for School Generated Funds](#).

- 1.4 Consider poverty sensitive principles and the support capacity of the community involved.
- 1.5 Operate with respect for the preservation of instructional time.
- 1.6 Operate on a voluntary basis for students and families.
- 1.7 Operate with consideration for the safety and security of students.
- 1.8 Funds raised should complement and not replace public funding for education.
- 1.9 Fundraising shall not be conducted for providing instruction, basic education items, or any items required for course completion.
- 1.10 Students shall not be excluded from an event or program based on lack of involvement in fundraising initiatives.
- 1.11 Fundraising objectives shall be developed in advance of the fundraising activity.
- 1.12 Fundraising activities shall not require students to listen to or read commercial advertisements.

## 2. Purposes of Fundraising

School-based fundraising may be designated for:

- 2.1 Approved students' excursions, field trips, or other out-of-school educational programs.
- 2.2 Special events or activities conducted at the school or by school-based groups.
- 2.3 Purchase of non-essential print or non-print learning resources.
- 2.4 Equipment and supplies for extra-curricular activities.
- 2.5 Improvements to school sites or playgrounds.
- 2.6 School-based partnerships.
- 2.7 Community projects.
- 2.8 Charitable agencies.
- 2.9 Support learning outcomes in social justice.

### 3. Fundraising Fiscal Management

3.1. Fundraising activities in the Division shall operate in accordance with fiscal management requirements established by the Division.

3.2. The Principal is responsible for establishing proper procedures for management of all monies collected.

3.3. The purchase of goods and services with funds derived from school-based fundraising shall follow management requirements established by the Division.

4. Principals shall consult School Community Councils regarding fundraising in the school, and shall report fundraising activities to the School Community Council.