

School Fundraising Activities	
Adopted: September 27, 1983	Last Reviewed/Revised: February 15, 2022
Next Scheduled Review: 2024-2025	
Associated Policies & Procedures: VI-59 School Fundraising Activities I-21 Corporate and Community Investment in Education VI-85 Corporate and Community Investment in Education II-19 Educational Field Trips VI-70 Educational Field Trips II-47 Fees for Learning Materials, Programs, Curricular and Co-Curricular Activities VI-57 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities V-17 Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools VI-40 Request for Promotion and Distribution of Program Activity Related Materials Through Board Schools V-07 Requests to a School or to the Board VI-31 Trust Funds VI-05 Secondary School Cafeteria Commissions	

Purpose

To provide direction to all HCDSB employees regarding fundraising practices.

Application and Scope

This policy applies to all members of the school community and to all trustees and employees of the HCDSB.

References

[Ministry of Education Fundraising Guideline](#)

[Ontario Association of School Business Officials Finance Committee Guidelines for School Generated Funds](#)

Definitions

School Fundraising: School fundraising is any activity permitted under this policy to raise money or other resources that is approved by the school principal, in consultation with, and upon the advice of the Catholic School Council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

Board Fundraising: Board fundraising is any activity permitted under this policy to raise money or other resources that is approved by the Director, in consultation with, and upon the advice of senior staff and trustees, for Halton Catholic Children's Foundation.

School Community: Includes, but is not limited to, students, parents, guardians, school councils, trustees, school administrators, staff, members of the broader community, and partners, as well as others, who support the local school and student achievement.

School Generated Funds: School generated funds are funds that are raised and collected in the school or broader community in the name of the school by Catholic School Councils or other school or parent-administered groups. These funds are administered by the school principal and are raised or collected from sources other than the school board's operating and capital budgets.

School generated funds is a broad category that includes not only fundraising for school purposes but also all funds that are collected and paid out through school accounts to support a variety of programs, such as payments to external charities or other third parties.

Principles

- The Halton Catholic District School Board recognizes that our school community exists to foster and exemplify Catholic values centered on the person of Jesus Christ.
- The Halton Catholic District School Board (HCDSB) endorses the teaching of values inherent in raising funds for the needs of those less fortunate while maintaining the privacy and dignity of all involved in fundraising initiatives.
- The HCDSB endorses the guiding principles of partnership, cooperation, consultation, transparency and accountability in the enactment of this policy.
- Like all activities that support education, fundraising should reflect the values and expectations of the school community, including those of parents/guardians, students, staff, and school board trustees.
- The HCDSB recognizes that fundraising has a designated purpose and that the proceeds be used for the intended purpose.
- The HCDSB recognizes that parents/guardians and communities may voluntarily choose to support their schools through fundraising activities.
- The HCDSB recognizes that fundraising has the potential to enhance parent engagement and contribute to a student's educational experience.

- All school fundraising activities are conducted under the guidance of the school principal, in accordance with school board policies and with advice and input from the school community.
- Funds raised through fundraising activities should not be used to replace public funding for education; and should not be used to support items funded through provincial grants.
- The safety of students is a primary consideration in all fundraising activities.

Requirements

The HCDSB will maintain consistent fundraising practices by requiring compliance with the practices established in the *Fundraising Administrative Procedure VI-59*.

The Fundraising Administrative Procedure, approved in Administrative Council, will be maintained by the Secretary of the Board.

Fundraising activities shall comply with statutory and Ministry of Education requirements, and Ministry and HCDSB policies and procedures. The Fundraising Administrative Procedures will be compliant with the Fundraising Guideline as published by the Ministry of Education on May 4, 2012.

Any reference to legislation or guidelines in this policy includes the legislation or guideline referred to and any amendments, replacement, subsequent enactment, or consolidation of such legislation and guidelines.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board