

Fees for Learning Materials, Program, Curricular and Co-Curricular Activities	
Adopted: December 12, 2011	Last Reviewed/Revised: April 3, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities V-04 School Fundraising Activities VI-59 School Fundraising Activities VI-05 Secondary School Cafeteria Commissions	

Purpose

This procedure provides direction regarding fees, fundraising and commissions and the appropriate uses of these funds for learning materials, programs, curricular and co-curricular activities.

Application and Scope

This procedure applies to all schools of the Halton Catholic District School Board (HCDSB) and the provision of learning materials, program, curricular and co-curricular activities to all students.

References

[Education Act](#)

[Ministry of Education Fees for Learning Materials and Activities at Schools Guideline](#)

Definitions

School Board Operating Budget - The Ministry of Education provides funding for classroom supplies through both the Pupil and School Foundation Grants and through various Education Program Other (EPO) Grants. These funds are distributed to school operating budgets.

School Generated Funds - School Generated Funds are funds received, raised or collected in the name of the school or school activity. School Generated Funds are categorized as:

- **Student Activity Fees** - Student Activity Fees are voluntary fees permitted under HCDSB Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities and are amounts that are used to supplement a student's school experience through materials

and activities such as student agendas, student recognition programs, yearbooks extracurricular activities, school dances, or theme days.

- **Fundraising** - Fundraising is any activity permitted under HCDSB Policy V-04 School Fundraising Activities to raise money or other resources and that is approved by the school principal, supported by the Catholic School Council 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 off school property.

Examples of school fundraising initiatives are:

- Major school fundraiser (e.g. Dance-a-thon);
 - Fundraising for overnight/extensive trip excursions (e.g. Quebec, Ottawa, out of country);
 - Fundraising for a local charity or Social Justice Initiatives (e.g. Civvies Days, United Way Drives, Lenten initiatives).
- **Commissions** - Where approved by the HCDSB, schools raise funds through partnerships and/or contracts with outside agencies such as cafeteria service providers, school photographers, and school/sports uniform providers. Any profits and/or rebates that are generated by these relationships are considered school generated funds.
 - **GST/HST Rebates** - are also considered school generated funds, as they are tied to purchases of goods or services made with school generated funds on behalf of the students in the school.

Requirements

- A. The following list outlines approved expenses that come from the School Board Operating Budget. School Generated Funds **will not** be used for these purchases. Schools will use the Visa Purchasing Card, purchase requisitions or cheque requisitions for these expenses:
- Hospitality for staff (meetings, interviews, curriculum nights, any after-hours meetings for employees)
 - All textbooks
 - Mobile devices
 - Teacher resources/Professional Development materials
 - Guest speakers/presentations, for staff only
 - Professional Learning/Staff Training
 - Photocopy/printing expenses
 - Office administration fees (e.g. post office supplies, office consumables)
 - Instrumental Music items
 - All consumables (classroom consumables – arts/crafts supplies, paper, paint)

- Any classroom supplies
 - Any materials required for completion of curriculum such as workbooks, cahiers, musical instruments, Science supplies, lab materials and safety goggles
 - Off-site course requirement (e.g. gold, leisure, recreational education)
- B. The following list outlines expenses that can be purchased with either School Generated Funds or the Board Operating Budget.
- Technology/Audio Visual equipment
 - Support for school physical enhancements
 - Athletics
 - Library books/literacy rooms
 - Sacramental support
 - Instrumental Music program (elementary)
 - Guest speakers
 - School promotional products
 - Hospitality for school community and Catholic School Council events
- C. Expenses that are **not approved** to be paid by either School Generated Funds or the School Board Operating Budgets are:
- Gifts for employees of the HCDSB (including school promotional and spirit wear)
 - Staff socials
 - Appliance repairs
 - Alcohol and tobacco products
 - Hospitality for staff during instructional time
- D. Refer to Procedure VI-59 School Fundraising Activities which outlines the appropriate source of funds for approved school generated funds expenses.
- E. Fees should reflect the actual cost of the services or materials being provided to the student. Members of the school community should be consulted in the development of a school's fee schedule and made aware of the use of student fees. Fee schedules for the upcoming school year shall be made widely available to the school community. For example, fee schedules can be included in fall school newsletters, posted on school websites and referenced in student agendas.

These fee schedules should include:

- an itemized list of fees that states the rationale and purpose of each fee



- information about the process to confidentially address financial hardship

A transparent accounting of the amounts collected and expenditures allocated must be made available to the school community. All monies generated and spent at the school will be reported.

The account of School Generated Funds will be made available to school communities at a minimum of three (3) times a school year. Principals will report on School Generated Funds at Catholic School Council meetings at a minimum of three (3) times a school year and will post these reports on the school website at a minimum of three (3) times a school year.

Refer to Procedure VI-59 School Fundraising Activities for the template to be used by schools to report School Generated Funds.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board