

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

918.1

**ADMINISTRATIVE REGULATION
General Guidelines for Fund Raising**

The following guidelines are provided to schools contemplating fund raising activities.

1. Fund raising should be planned with a clear purpose and consistent with Board policies.
2. Fund raising goals should be directed to items and activities that are not supplied by the School Board or Ministry of Education. This may not preclude fund raising to supplement items normally supplied by the Board or Ministry.
3. Planning for fund raising should involve school administration, staff, the parent advisory council, students and community members as appropriate.
4. It is expected that schools will confine their fund raising efforts to their defined catchment area when door to door solicitation is involved.
5. Fund raising activities that include soliciting must have adult coordination and supervision.
6. Secondary schools may not approach elementary school to solicit support for a fund raising project in which there is no sharing of financial return.
7. When selecting a fund raising activity the age of the students should be taken into consideration.
8. Fund raising activities should be planned around the voluntary participation of students, teachers and families.
9. In cases of individual family financial need sensitivity must be shown to avoid possible embarrassment of students, parents or guardians when funds are solicited.

Cross Refs:

Adopted: August 29, 1995
Reviewed:
Revised:

10. Funds are normally raised with a specific project in mind. Funds should be expended for the established purpose. School fund raising activities are not viewed as a means to build a large reserve of uncommitted school funds. Funds raised in excess of project needs should be directed towards other appropriate school purposes.
11. Planning for fund raising activities should also include:
 - if a product is involved its quality and type
 - a consideration of the costs and time involved versus the fund raising potential of the activity
 - avoiding the exploitation of students in advancing a particular commercial enterprise, exerting undue pressure to obtain student or family participation, or any direct monetary benefit to any employee or volunteer
 - minimize the use of class time
 - fitting the activity and supervision to the age and maturity level of the students
 - offering adequate orientation on the charity or activity
 - not over-extending students, staff or parents
 - determining the acceptability or desirability of competitions and sales incentives for the school and the activity.

From time to time the Superintendent may survey schools on fund raising activities.

HANDLING OF FUNDS:

1. Funds accumulated through fund raising shall be administered according to commonly accepted accounting practices. Periodic reports on the expenditure of funds raised shall be made to those involved.
2. All monies collected from school fund raising activities shall be deposited in a chartered bank or credit union in the name of the school. Withdrawals shall require the signatures of at least two approved individuals including the principal or designate.
3. Funds raised by the Parent Advisory Council (PAC) in joint ventures on behalf of and in the name of the school would require authorized PAC signatures and may include the signature of the principal or designate for the purposes of withdrawal of funds from a PAC account.