

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 330	
Effective	
Revision Date	

SCHOOL FUNDRAISING ACTIVITIES

PURPOSE

This administrative procedure describes the Moose Factory Island District School Area Board's directives for school fundraising activities. The safety of students is a primary consideration in all fundraising.

DEFINITION

Out-of-school Activity: An out-of-school activity is one that involves the general public.

PROCEDURES

1. Fundraising Projects

- 1.1. The Moose Factory Island District School Area Board permits students and teachers to participate in school-related fundraising activities.
- 1.2. In accordance with Ontario Regulation 298, prior approval must be obtained for any canvassing or fundraising conducted by students on school property.
- 1.3. Whenever a fundraiser is conducted in the name of the school, whether initiated by the school, a parent group, or school council, the principal is ultimately responsible for ensuring that this procedure is followed.
- 1.4. The school principal shall submit an outline of any out-of-school fundraising project to the Supervisory Officer for approval at least two weeks prior to the beginning of the project.
- 1.5. The outline will specify:
 - a) the objectives and the modes of operation of the project;
 - b) the persons involved in the project;
 - c) the period of time required by the project;
 - d) the intended use of the funds in question; and
 - e) measures taken for the safety of the pupils.
- 1.6. The principal shall submit to the Supervisory Officer by September 30th of each school year outlines of the regular or ongoing fundraising activities held in the school. Occasional fundraising activities will be submitted in a timely fashion prior to the event.

2. Safety

- 2.1. Where school-initiated, parent group or school council-initiated canvassing and fundraising activities in the community outside the school are concerned, the safety of the children shall receive prime consideration.
- 2.2. Children of the primary division should not participate in any fundraising beyond their own families. Other elementary school children may participate in out-of-school activities only with their parents'/guardians' written consent. Consideration shall be given to safety precautions and to proper supervision of pupils while engaged in these activities.

3. Communication

- 3.1. Parents, guardians, and the public shall be aware of all canvassing and fundraising activities and their purposes. It is important that the role and value of canvassing and fundraising be clearly understood by students, parents, and the school community before any activity is undertaken.

4. Handling of Funds

- 4.1. Detailed accounts of funds raised shall be given to and kept by the principal in accordance with Moose Factory Island accounting procedures.

5. Frequency

- 5.1. The school principal may request through the Supervisory Officer one out-of-school fundraising activity per school year.
- 5.2. Any supplementary fundraising project to be organized during the same school year shall require the Supervisory Officer's approval.
- 5.3. Fundraising activities related to alcohol or other unhealthy lifestyles will not be approved.

REFERENCE DOCUMENTS

Legal References:

Ontario Regulation 298 Operation of Schools, section 25: Canvassing and Fundraising
Ontario Ministry of Education, Fundraising Guideline 2012
<http://www.edu.gov.on.ca/eng/parents/Fund2012Guideline.pdf>

Board References:

Administrative Procedure 516 Non-Board Funds: Accounting Procedures
Form ADMIN 330-01 Request to Fundraise Form