



School Fundraising Guidelines Administrative Procedure 5.160

5.0 Business Administration

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16

Legal Reference:

Date Adopted: January 1991

Date Amended: September 2008, March 2017, November 2024, **August 2025**

Student Fundraising Activities- Policy

The Board of Trustees of the Evergreen School Division recognizes that a school's annual operating budget may not provide sufficient funds for some school-related activities. Therefore, the Board supports practices which will provide additional funds.

The Principal of each school in the Division may raise, hold, administer and expend monies for the purposes of the school (to be known as "school funds") subject to regulations [P.S. Act Sec. 77].

The following principles shall govern in this respect:

1. No coercion or pressure may be brought to bear in order that any pupil contribute to the fund or its enterprises.
2. Activities that bring parents and friends of the school into the school, or in touch with the school's program, should be encouraged.
3. In general, the fundraising enterprises of the school should make some contribution in themselves to the educational growth of the pupils.

Student Fundraising Activities- Regulations

I. Guidelines

Where students, teachers and principal decide to raise money by fundraising:

1. The principal may approve fundraising activities from the following list:
 - a) In-school activities where the public participates by open invitation to activities such as drama/musical productions, concerts, gym displays, athletic games, teas, bake sales, flea markets, craft sales;
 - b) Local community services such as carwashes, snow-shoveling;
 - c) Collection of recyclable articles such as bottles, newspapers, egg cartons;

- d) In-school sales to students only, such as hot dog sales, bake sales, craft sales, cake walks;
- e) Sales of commercial products such as spices, fruit, magazines, etc.
- f) Solicitation of monies for sponsorship of walkathons, cyclathons, swimathons, marathons;
- g) Raffles.

2. The following activities are discouraged by the Board:

a) Games of Chance:

Schools may not run games of chance (i.e. bingo), but a sponsoring organization may run the game for the school or project with proceeds being designated to the school or specific project. No organization shall run an activity under the name of the school, unless prior approval is given by the principal, nor shall any organization use the name of the School Division to raise funds without prior approval of the Superintendent;

b) Activities which promote high pressure sales, from outside sources, telephone solicitation, with the exception of ads for year books.

- 3. The main purpose of a fundraising activity must be clearly defined.
- 4. Fundraising activities must not infringe on instructional time.
- 5. The Board supports activities which give an honest and fair return and which do not degrade or demean students or staff.
- 6. The safety of students will be a paramount importance.
- 7. Caution shall be exercised in fundraising activities where students under 16 years of age are involved in work/labour situations.
- 8. The school's community is to be informed of all planned fundraising projects.

II. Procedures

A. Where the students, teachers and principal plan to conduct out-of-school fundraising activities:

- 1. All necessary permits must be obtained before proceeding.

2. Schools will not rely on the sale of non-nutritious foods for fundraising. (see **1.B.155 School Food & Nutrition** for more information).
 3. Students will be allowed to take part in fundraising projects only if parents/guardians are informed of the project at least two (2) weeks prior to the event, and they are made aware that their child's involvement is on a voluntary basis and may be excluded by contacting the school. (Written permission from parents/guardians may be required, at the principal's discretion.)
- B. The school administration shall supervise the maintenance of proper accounting procedures and records. Principal is to submit **5.160A School Fundraising Plan** to the Superintendent.
- C. Student fees may be levied when funds raised are not sufficient to meet the needs of a particular activity or project (e.g. special trips, ski trips, etc.) these fees shall be levied only after support from parents is demonstrated.