

## School Fundraising Procedure

### RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that school fundraising activities can increase student engagement, support a healthy learning environment and build strong partnerships. The Board also recognizes that funds raised for school purposes are to be used to complement, not replace, public funding for education. The School Fundraising Policy Procedure is intended to provide direction to School Administrators and staff members regarding school fundraising procedures and responsibilities, and provide specific examples of what fundraising activities may or may not occur in the Board.

### TERMINOLOGY:

*Fundraising:* Any activity, permitted under HWDSB's policies, to raise money or other resources, as approved by the school principal, in consultation with, and upon the advice of the 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.

*School Community:* Refers to students, parents, guardians and caregivers, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support HWDSB and student achievement.

*School-Generated Funds:* Funds that are raised and collected in the school or broader community in the name of the school-by-school councils or other school or parent administered groups (with the exception of funds raised by the Ontario Home and School Associations).

School generated funds are administered by the school principal and are raised or collected from sources other than HWDSB's operating and capital budgets. These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities, athletics/clubs, educational excursions, and donations for initiatives such as a school nutrition program.

School generated funds is a broad category which 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 charities or other third parties.

### PROCEDURES:

#### 1.0 Accounting & Responsibilities

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- 1.1 All funds raised through fundraising activities must be accounted for in accordance with the Board's *Procedures for School Generated Funds*.
- 1.2 The Principal is responsible for adequate record keeping and reporting of fundraising proceeds and expenditures.
- 1.3 Schools are encouraged to keep fundraising revenues and expenses within the same category in the school funds accounting system for each fundraising event. Schools may have multiple fundraising categories to separately capture different fundraising events if desired. Any purchases from profits should be made out of a "School Purchases" category, where funds are transferred from the fundraising account. This allows schools and board staff to monitor the profitability of fundraising events. For example, if a school conducts a pizza fundraiser, the monies collected and expenses for the pizza would go through the fundraising account. If the profits were being used to purchase gym equipment, this would be paid for out of "School Purchases" and the appropriate amount transferred from the fundraising account to cover the equipment costs.
- 1.4 As a small supplier, schools do not collect and remit HST on sales. As a result, schools are advised not to claim the HST rebate on any expenses related to fundraising events, whether the expense is payable on a school cheque or procurement card. However, schools may claim the HST rebate when using the "School Purchases" category when buying items to benefit the school with the proceeds.

### **2.0 Accountability**

- 2.1 Funds raised through fundraising activities will be used to support the specific or communicated purpose for which the funds were raised. Donors or the purchaser of fundraising goods and services will be fully informed of the cause that their donation/purchase supports. Purchases with fundraising proceeds should be made by the school in a timely manner (e.g.: within 6 months to 1 year following the event). Any delays may result in the students who put an effort into raising the funds, not being able to realize the benefits, particularly graduating students.
- 2.2 All monies collected in the name of the school must be deposited to the school bank account. Expenditures cannot be paid from the cash collected.
- 2.3 Any floats created temporarily to make change for a fundraising event must be re-deposited immediately following the event. The re-deposit of the float must be clearly segregated from the event profits.

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### 3.0 Approval of Fundraising Activities

- 3.1 The school principal is responsible for approving all fundraising activities in advance, including the intended use of funds.
- 3.2 All school fundraising activities are to be included in the school's Annual School Fundraising Plan as outlined in the Procedures for School Generated Funds.
- 3.3 Principals should take the following into consideration when approving fundraising activities:
  - 3.3.1 Limiting the number and extent of fundraising activities
    - Coordinating activities across the school(s)
    - Limiting the impact on classroom time for staff and students, and administrative time for principals and support staff
  - 3.3.2 Addressing shortages, overages and cancellations – see additional guidelines below. Students participating in fundraising activities should not be held responsible for any loss that may be incurred
  - 3.3.3 Supporting donations to board-level funds, or matching programs
  - 3.3.4 Consideration of the socioeconomic situation of the school community
  - 3.3.5 Where fundraising is to be used for capital projects, including any renovations to buildings and/or properties, the school principal must consult with the Facilities Management Department and their Superintendent of Student Achievement prior to fundraising. Projected costs should include the costs of equipment, installation and ongoing maintenance.

### 4.0 Compliance with legislation and policy

- 4.1 Fundraising activities must be compliant with municipal, provincial and federal legislation, and Ministry of Education guidelines and policies, such as the School Food and Beverage Policy, Equity and Inclusive Education Strategy, Facility Partnerships Guideline and the Broader Public Sector Procurement Directive. Fundraising activities must also comply with Board policies and procedures, such as the Procurement Policy, Nutrition Policy, Healthy Schools and Workplace Pillar Policy, Educational Excursion Policy, and the principles of equity.

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### 5.0 Conflict of interest

- 5.1 Real or perceived conflicts of interest of staff or volunteers involved in organizing or negotiating a fundraising activity must be declared. Staff or volunteers will be asked to excuse themselves from final purchasing decisions or contract negotiations when said conflict is declared. For example, if the spouse of the teacher organizer works for the organization supplying the fundraising goods, this should be declared in advance of the goods being offered for sale to the school community.

### 6.0 Fundraising for Capital Projects

- 6.1 Capital projects supported by fundraising proceeds should:
- Be complementary to publicly funded education;
  - Not result in an increase in the student capacity of a school; and
  - Not result in a significant increase in school or board operating or capital costs.

### 7.0 Fundraising Overages/Shortages

- 7.1 There may be times when a fundraising initiative surpasses its targeted goal. If so, the school may retain the excess proceeds. It is advised that the school spend the excess proceeds in a manner that is consistent with the original communicated purpose of funds. For example, if funds were raised for classroom technology, additional funds may be used for network devices.
- 7.2 Students, teachers or organizers of fundraising activities should not be held financially responsible for any shortfalls in funds raised. The Principal, in consultation with the organizing group, may decide to hold the funds until additional fundraisers are held. Alternatively, the Principal, at their discretion, may use other non-restricted school funds to top-up fundraising efforts so that the activity/purchase communicated can be undertaken.

### 8.0 Gifts or honoraria

- 8.1 Staff or volunteers who participate in the planning or executing of a fundraising activity may not accept a personal honorarium, sales commission or gift of any kind, that is offered by a third party in relation to fundraising. This, however, does not prevent the school from thanking staff and volunteers for their work in a modest fashion.
- 8.2 Schools should exercise caution when considering giving prizes and awards for fundraising results.

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### 9.0 Ownership of Funds

- 9.1 Fundraising for schools by School Councils is a partnership between the school, the Board and the fundraising group. Any funds raised by School Councils and any assets purchased with those funds legally belong to the Board.

### 10.0 Supervision

- 10.1 All fundraising activities must be approved by the Principal, and be under the supervision of a board staff member.

### 11.0 Use of Fundraising Proceeds

#### 11.1 Examples of Acceptable Uses of Fundraising Proceeds

- Assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of an educational excursion for students who cannot afford it)
- Supplies, equipment or services which complement items funded by provincial grants (for example, extracurricular band equipment, audio-visual equipment)
- Educational excursions
- Guest speakers or presentations, where student attendance is not mandatory for curriculum purposes.
- Ceremonies, awards, plaques, trophies or prizes for students
- Scholarships or bursaries
- Extracurricular activities and events (for example, travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs)
- Schoolyard improvement projects (for example, playground equipment, shade structures, gardens).
- Upgrades to sporting facilities such as running tracks, installation of artificial turf and scoreboards, with approval.
- Support for activities that are unique to the cultural character of the school (for example, student retreats).

#### 11.2 Examples of Unacceptable Uses of Fundraising Proceeds

- Items funded through provincial grants such as classroom learning materials and textbooks

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- Facility renewal, maintenance, or upgrades funded through provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear
- Infrastructure improvements which increase the student capacity of a school or are funded by provincial grants (for example, classrooms, additions, gyms, labs)
- Goods or services for employees, where such purchases would contravene the *Education Act* or a school council's by-laws regarding conflict of interest
- Professional development including support for teacher attendance at professional development activities
- Administrative expenses not associated with a fundraising activity. Any administrative expenses associated with fundraising activity should be minimized
- Support for partisan political activity, groups or candidates.