

ADMINISTRATIVE REGULATIONS

TITLE: FUNDRAISING AND GRANTS
CATEGORY: FINANCE
NUMBER: 5040

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the district may seek or accept external funding through fundraising, donations or grants.

II. Fundraising:

- A. Any school club, group or organization must request and receive permission from the principal to engage in a fundraising activity.
- B. Requests shall include all pertinent information such as the nature of the activity, the purpose, the dates to be held, number of students to be involved, amounts of money needed to be raised and the identification of any other agencies involved.
- C. The principal may reject or endorse the proposal based on whether or not the criteria are consistent with Board and school policies, philosophy and goals, and whether the proposal interferes with fundraising activities concurrently being operated.
- D. All school fundraising efforts shall be recorded in school trust accounts, controlled by the principal. Parent Advisory Council fundraising may be recorded in their own accounts.
- E. The principal shall ensure that accounting procedures clearly indicate revenues and expenditures for each fundraising activity and that procedures are implemented for the safe-keeping of monies.
- F. No person shall be compensated for conducting fundraising activities.
- G. Priorities for fundraising within a school shall be determined by the principal in consultation with staff, students and parents.
- H. Principals of neighbouring schools shall confer with each other on the fundraising activities being conducted by each school.
- I. Fundraising activities shall be conducted in such a way that they do not interfere with educational objectives nor infringe upon community standards.
- J. Student safety shall be the priority during planning of activities and maintained at all times.

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- K. The principal shall ensure that the activity is conducted in accordance with applicable laws and regulations, including those related to lotteries and raffles.
- L. Any donations received during the course of fundraising efforts shall be in accordance with Regulation 5020 – Donations.
- M. Where educational facilities, staff and students are used in a manner that promotes the sale of services or products offered by a business agency or organization, the principal shall adhere to Regulation 1190 - Partnerships and Corporate Sponsorship.
- N. No one shall represent a third party or Parent Advisory Council as having authority or agency related to the Board or school.

III. Grant Applications:

- A. The district or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:
 - 1. is consistent with the values, goals, directions of the school and district;
 - 2. responds to a clearly understood educational need;
 - 3. supports and does not undermine, either implicitly or explicitly, existing programs;
 - 4. is beneficial to the school and/or community;
 - 5. does not directly benefit in a material way an individual student or staff member;
 - 6. does not require matching district funds unless prior approval from the Board has been obtained (school based funds can be used for matching requirements), and;
 - 7. aligns with Regulation 1190 - Partnerships and Corporate Sponsorship.
- B. Principals may sign grant applications for up to \$5,000. Any grant submissions for greater than \$5,000 must be approved by the Secretary-Treasurer (or designate) for consideration.
- C. Only Principals, Directors of Instruction, the Secretary-Treasurer or the Superintendent may sign grant applications on behalf of the school or the district.
- D. Schools and the district will report annually in the on all grants received greater than \$5,000 in the audited financial statements and associated reports.
- E. Use of the district's charity number will be limited to those grants for which the school/district is an applicant.

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- F. School parent advisory councils (PAC) or the district parent advisory council (DPAC) should work with the school Principal or Superintendent prior to applying for grants that will impact the school/district. This will help ensure that if the grant is received that the school/district will support the project's implementation.
- G. "Flow through" of funds is not allowed, however third parties may provide receipts and be reimbursed. Funds applied for by the school district must be held and overseen by district staff.

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References: