



School District No. 46 (Sunshine Coast)
Administrative Regulations

FINANCE

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FUND-RAISING

1. Any school club, group or organization must request and receive permission from the principal to engage in a fund-raising activity.
2. Request 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.
3. 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 fund-raising activities concurrently being operated.
4. All school fund-raising efforts shall be recorded in school trust accounts, controlled by the principal. Parent Advisory Council fund-raising may be recorded in their own accounts.
5. The principal shall ensure that accounting procedures clearly indicate revenues and expenditures for each fund-raising activity and that procedures are implemented for the safe-keeping of monies.
6. No person shall be compensated for conducting fund-raising activities.
7. Priorities for fund-raising within a school shall be determined by the principal in consultation with staff, students and parents.
8. Principals of neighbouring schools shall confer with each other on the fund-raising activities being conducted by each school.
9. Fund-raising activities shall be conducted in such a way that they do not interfere with educational objectives nor infringe upon community standards.
10. Fund-raising activities that rely on door-to-door solicitation shall ensure that student safety and avoid annoyance of community members.
11. The use of school facilities shall be permitted for approved fund-raising activities at no cost to the school or parent organization.
12. If the fund-raising activity is a lottery or a raffle, the principal shall ensure that the activity is conducted in accordance with provincial laws and regulations.



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13. The sale of classroom supplies that would otherwise be provided free of charge is prohibited.
14. 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 and organizers shall ensure that the school receives its fair share of the profit. The student insurance program shall be exempt from this requirement.
15. If a business agency or organization is to be included in fund-raising activities, priority shall be given to those that operate locally.
16. Unless the principal endorses the activity, students and staff shall be protected from intrusions on their time by communications from individuals and organizations not directly connected with the schools.
17. No one shall represent a Parent Advisory Council as part of or under the control of the school or school board.