

**BURNABY**  
SCHOOL DISTRICT 41

# POLICY STATEMENT

POLICY NUMBER:

**3.16.00**

*developed by the Board of School Trustees of School District 41 – Burnaby  
in accordance with established procedures for policy development.*

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**POLICY TITLE: FUNDRAISING ACTIVITIES IN SCHOOLS**

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**Date Adopted:** 1988-06

**Date(s) Revised:** 1990-10

1992-02

**CROSS REFERENCE(S)**

**Statutory :**

**Other:** Policies 3.10.00; 3.15.00

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**PREAMBLE**

The Board recognizes that schools often require additional funds which are not provided by the Board or Ministry of Education to enhance and enrich student programs and activities and school facilities and grounds. In most instances, these funds are obtained through some school or parent advisory sponsored fundraising activity or event. The Board takes the position that the basic instructional materials and resources required to provide the prescribed curriculum of instruction should be provided by government revenues and should not be dependent upon school or parent advisory fundraising activities.

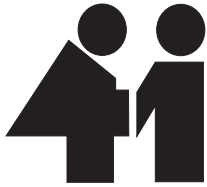
**POLICY**

**PROCEEDS FROM FUNDRAISING ACTIVITIES OR EVENTS  
CONDUCTED IN THE NAME OF A SCHOOL SHALL ONLY BE USED  
TO ENHANCE AND ENRICH THE SCHOOL AND SHALL NOT BE  
UTILIZED FOR THE HIRING OF STAFF OR THE PROVISION OF  
STUDENT PROGRAMS AND ACTIVITIES WHICH CONSTITUTE A  
SIGNIFICANT ONGOING COMPONENT OF AN INSTRUCTIONAL  
PROGRAM.**

**OBJECTIVES**

1. To ensure that the proceeds of fundraising are primarily directed to those items and expenditures that are not supplied by the Ministry or the Board and that when resources are augmented, that any major inequities from school to school be redressed.
2. To ensure that the school's parent advisory committee is involved in the process of planning and allocating monies raised from school fundraising activities.
3. To ensure that funds raised are expended in accordance with the purposes stated and that those involved in the fundraising are informed of how the funds are to be expended.

4. To ensure that funds raised in the name of the school and for the benefit of the school community are managed in accordance with Board policies regarding the appropriate accountability and management of public funds.



# ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

**3.16.01**

**BURNABY**  
SCHOOL DISTRICT 41

*established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.*

## REFERENCE POLICY TITLE: **FUNDRAISING ACTIVITIES IN SCHOOLS**

**Date Adopted:** 1988-06

### CROSS REFERENCE(S)

**Date(s) Revised:** 1990-10

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1992-02

**Other:** Policies 3.10.00; 3.15.00

### POLICY

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The following fundraising guidelines apply to all Burnaby public schools or groups associated or identified with those schools such as parent advisory committees, student exchange support groups and extra-curricular student activities.

#### **A. Activities/Events**

1. Fundraising activities and events should be jointly planned by the school and its parent advisory and have clearly stated purposes for the use of the funds raised and a jointly developed school based process to allocate the funds.
2. The Board prefers the type of fundraising activities that involve students, staff and parents in optional community oriented activities such as fun fairs, garage sales, car washes, which are intended to bring the community together.
3. School-initiated door-to-door sales should be controlled and used selectively and sparingly. The use of “thons” such as spellathons, readathons, and mathathons should be utilized for fundraising only when the rationale and nature of the activity are developmental, constructive and can be justified in an educational context. Competitive sales campaigns which use financial or material incentives which place pressure on student sellers are not to be used.
4. Attention to safety considerations, appropriate identification materials and orientation of the students to courtesy and positive community relations is encouraged.

5. Products and goods sold by schools as part of a fundraising program should meet reasonable standards of quality and “value for money”.
6. The serving of alcohol is not to be part of any fundraising activity or event.

#### **B. Proceeds**

1. All funds raised are subject to Board policies 3.10.00 (Securing Money) and 3.15.00 (Commercialism in Schools).
2. The proceeds shall not be utilized for the hiring of staff or the provision of programs or activities which require continuity.
3. The proceeds shall not be used to continue a program or service which the Board has reduced due to provincial block funding limitations.
4. The proceeds shall not be used to acquire instructional resources and equipment which would create a significant inequitable situation among schools.
5. The fundraising body shall report to the parents, school and public annually the amount of funds raised and the purposes for which they were expended. This report may take the form of minutes, newsletter or a statement listing gross receipts and expenditures.

#### **C. Approvals**

1. All fundraising activities **which fall under provincial licensing authority** such as bingos, casinos and lotteries must receive special permission from the Board prior to the event taking place. The Board, upon a written request from the school **outlining the specific purposes of the funds**, will consider approval of a maximum of three (3) events per school from the above category of fundraising activities per school year. To qualify for approval, the event must be (a) operated by the school or parent advisory committee, (b) have the support of the school parent advisory committee, (c) have all funds raised from the activity allocated by a school-based process to specific projects or activities.
2. Associations or groups associated or identified with student activities or schools are requested not to seek municipal or provincial financial assistance without prior School Board approval.

#### **D. Grants / Gifts**

1. External organizations or individuals may make grants or gifts to schools for general or specific use.
2. Donations or gifts to schools for tax purposes are accepted subject to district criteria and the approval of the Secretary-Treasurer.

Inquiries regarding school or district fundraising activities may be directed to the Director of Community Services.