

ADMINISTRATIVE PROCEDURES #103

FUNDRAISING ACTIVITIES IN SCHOOLS

BACKGROUND

The Burnaby School District recognizes that schools often require additional funds which are not provided by the Burnaby Board of Education or Ministry of Education and Child Care to enhance and enrich student programs, activities, school facilities, and/or grounds. In most instances, these funds are obtained through fundraising activities or events sponsored by the school, Parent Advisory Council (PAC) or equivalent, such as Community School Advisory Council at community schools. The basic instructional materials and resources required to provide the prescribed curriculum of instruction should be provided by funding from government revenues by the Ministry and should not be dependent upon fundraising activities by the school PAC, or equivalent.

PROCEDURES

1. 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.
2. School principals must ensure that the proceeds from fundraising are primarily directed to those items and expenditures that are not supplied by the Ministry or the Board.
3. School principals must involve the school's PAC, or equivalent, in the process of planning and allocating monies raised from school fundraising activities.
4. School principals must 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.
5. School principals must 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.
6. In recognition of donors and at the discretion of the school principal, donors may have a picture taken at the school with administration. Photographs with students are not permitted.
7. Donors may use the school name and picture to promote their charitable contribution.

8. There will be no physical recognition of the donor; for example, no plaque put up in the school.
9. There will be no school-wide recognition program; for example, no assembly in front of the students.
10. If a charitable receipt is required, schools should refer it to the Secretary-Treasurer as the school cannot issue tax receipts.

The following fundraising guidelines apply to all schools in the District or groups associated or identified with those schools such as, for example, PACs, or equivalent, or school-sanctioned student groups.

Activities/Events

1. Parent-led fundraising activities and events should be jointly planned by the school and PAC, or equivalent, and have clearly stated purposes for the use of the funds raised and a jointly developed school-based process to allocate the funds.
2. Products and goods sold by schools as part of fundraising efforts should meet reasonable standards of quality and "value for money".
3. The serving of alcohol is not permitted to be part of any fundraising activity or event.

Proceeds

1. All funds raised are subject to Administrative Procedure #3.10 Funds Collected by 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 funding limitations.
4. The proceeds shall not be used to acquire instructional resources and equipment which would create a significant inequitable situation amongst other schools in the District.
5. The fundraising body shall report to the principal and PAC, or equivalent, annually the amount of funds raised and the purposes for which they were expended. This report may take the form of minutes, a newsletter, or a statement listing gross receipts and expenditures.

Approvals

All fundraising activities which fall under provincial licensing authority such as bingos, casinos and lotteries must receive approval from the principal prior to the event taking place. To qualify for approval, the event must: be operated by the school, PAC or equivalent; have

the support of the school's PAC or equivalent; and have all funds raised from the activity allocated by a school-based process to specific projects or activities.

Prior to seeking financial assistance from the federal, provincial or municipal governments or significant grants from private corporations, schools shall seek approval from the Secretary-Treasurer in advance, including if the application is being made by the PAC, or equivalent.

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Date Adopted:	1988-06	Cross References:	AP #3.10 Funds Collected by Schools
Date(s) Revised:	1990-10		
	1992-02		
Converted from Policy 3.16:	2025-06		
Date(s) Revised:			