

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE: FUNDRAISING AND CANVASSING

<i>PROCEDURE CODE:</i>	<i>416 AP 001</i>
Policy Reference: 416 – Fundraising and Canvassing	

PROCEDURE

1. Funds raised should complement, not replace, public funding for children for instructional purposes. Funds raised should be used to:
 - 1.1. benefit all students in a group
 - 1.2. enhance the quality and relevance of education for learners
 - 1.3. contribute to the development of responsible citizens
2. Fundraising process:
 - 2.1. Before any fundraising is done in the name of the Division for a school-related activity, it must be approved, in writing, by the school principal.
 - 2.2. Fundraising goals must be developed in advance of the fundraising activity. Funds generated should only be used for the specific purpose intended and indicate what surplus funds will be used for if these exist.
 - 2.3. Decisions on fundraising activities and the expenditure of fundraised dollars should be made in consultation with school administration, staff, and students and be approved by the principal.
 - 2.4. Fundraising activities shall not interfere with the regular operations of the school and not detract from curricular activities. Fundraising activities must be compatible with the best interests of the students, school's staff and community.
 - 2.5. Participation by all stakeholders in fundraising activities shall be voluntary.
3. Finance Considerations:
 - 3.1. Schools are required to maintain a record of revenue and expenditures for all school-sponsored revenue-generating projects.
 - 3.2. Accountability for fundraised dollars contributed to a school rests with the school Division. However, schools should communicate with their school community about fundraising activities and should have summary financial statements which are reported to central

office staff and kept on file to provide information about income and expenditures related to these activities. An accounting of the income and expenditures related to school fundraising activities will be included in the School Generated Funds Annual Statement.

- 3.3. This policy does not apply to revenue collected for school course fees or optional activity fees.
- 3.4. Charitable receipts shall be issued by the school Division for all donations equal or greater than \$50.00. The funds must be received collected by the school Division, directly from the donor, for these receipts to be issued.
- 3.5. The principal or designate shall be held accountable for ensuring that proper controls are established for the activity and the revenue generated.
- 3.6. No employee shall benefit financially from fundraising.
4. All materials and equipment purchased through fundraising shall become the property of Medicine Hat Public School Division.
5. Students should not be put at risk by participating in fundraising activities.
6. All fundraising activities must comply with Policy 642 – Healthy Nutritional Choices.
7. Fundraising and canvassing initiated by a legally recognized society must get permission from the principal before using the school's name. If approved, it must ensure that it follows the fundraising guidelines with the exception of including funds in school generated funds.
8. All revenue generating projects that have a direct organizational link with the school must comply with the Division's policy and regulations, e.g. incorporated societies that are directly associated with the school.
9. The principal must give consideration to the ongoing operational costs or future implications of accepting a donation.

REFERENCES

[Policy 642 – Healthy Nutritional Choices](#)

Approved: December 15, 2009

Revised: December 5, 2016

