

## Administrative Procedure 511

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### FUNDRAISING

#### Background

Fundraising is a process of gathering voluntary contributions of money or other resources from individuals and businesses towards a specific outcome. While the Division recognizes its obligation to provide funds to meet the basic costs of the educational needs of students, some schools and school support groups may wish to enhance these educational services and engage in fundraising for this purpose.

It is the desire of the Division that fundraising activities be compatible with the best interests of students, school staff and the community.

#### Procedures

1. School Sponsored Fundraising Activities: for fundraising activities sponsored directly by the school, the following applies:
  - 1.1 Student participation must be voluntary;
  - 1.2 Fundraising activities shall not detract from the curricular program;
  - 1.3 Fundraising activities must have adequate adult supervision and not place students at risk; and
  - 1.4 The purpose of the fundraising activities and the intended use(s) shall be made known to students and parents in advance.
2. The principal is responsible for approving:
  - 2.1 All school initiated fundraising activities; and
  - 2.2 Official school participation in the fundraising activities of a charitable organization or registered society.
3. The principal is responsible for submitting to the Superintendent as complete a list as possible by October 15 of all proposed fundraising activities and their intended use planned for the school year.
4. Fundraising projects must not be held to supplement the school's budget for required program materials and supplies.

5. Fundraising projects are subject to appropriate accounting and auditing procedures.
6. The Principal must approve use of the school name for fundraising purposes.
7. Fundraising Activities Sponsored by Charitable Organizations or Groups Registered Under the Alberta Societies Act: For fundraising activities sponsored by charitable organizations or groups registered under the Alberta Societies Act, the following applies:
  - 7.1 Fundraising and canvassing initiated by a legally recognized society falls outside the Division or the Board.
  - 7.2 For schools participating officially in fundraising activities sponsored by registered societies the following applies:
    - 7.2.1 Student participation must be voluntary;
    - 7.2.2 The activity cannot detract from the school's curricular program; and
    - 7.2.3 The purpose(s) of the fundraising activities and intended use(s) must be made known to students and parents.

Reference: Education Act 55, 197, 222, 256 School Councils Regulation (95/2019) Alberta Gaming and Liquor Commission (AGLC) Act Charitable Fundraising Act Societies Act		
	Date Approved:	April 1, 2021
	Reviewed or Revised:	Executive: April, 2021

References shall be updated as required and do not require additional approval.