

Criteria for the Approval of Fundraising Activities at Pierrefonds Comprehensive High School

Revised: January 13, 2016 Resolution #GB 16-01-05

1. Background

Article 94 of the Education Act states the following: *"the governing board may, in the name of the school board, solicit and receive gifts, legacies, grants and other voluntary contributions from any person or public or private organization wishing to provide funding for school activities.*

The governing board may not, however solicit or receive gifts, legacies, grants or other contributions to which conditions incompatible with the mission of the school are attached, particularly conditions relative to any form of commercial solicitation.

The contributions received shall be paid into a designated fund created for that purpose in respect of the school by the school board; the funds making up the fund and the interest earned shall be appropriated to the school. The school board shall keep separate books and accounts for the operations of the fund.

The management of the fund shall be supervised by the governing board; the school board must, at the request of the governing board, give access to the records of the fund and provide the governing board with any account, report or other information relating to the fund."

Furthermore, the Ministry of Education's Guidelines for Schools on Advertising and Financial Contributions explains: " this power is granted only to a governing board and may therefore not be exercised by a staff member of the school or a parent, without prior authorization from the governing board". The school's administrator/principal is responsible for submitting all fundraising requests to the Governing Board for approval.

2. Fundraising Activities

2.1. Definitions

The *Education Act* limits the source of revenue a school may have to funds allocated to the school by the school board and contributions solicited by the governing board. The *Consumer Protection Act* further regulates the solicitation of contributions to a school. The latest amendments to the Education Act, in particular Bill 88 which assented into law in October 2008, have introduced stricter accountability rules. The governing board must abide by these laws when approving fundraising activities.

A fundraising activity is defined as any event undertaken under the auspices of

“Pierrefonds Comprehensive High School” to solicit financial contributions, gifts or grants, taking place on or off the school property, during or outside normal school hours.

School-based fundraising activities currently fall into three categories:

- General fundraising for the benefit of the school
- Individual student fundraising with the specific intent of reducing each participant's costs (as in trips or graduation activities)
- Fundraising for a non-profit charitable organization.

The law states that they must all be governing board approved.

2.2. Criteria for the Approval of Fundraising Activities

In total, five (5) criteria are defined governing the approval of Fundraising Activities at PCHS. These criteria are grouped under the following categories:

- Prior approval by the Governing Board
- Conformity with Education Act and Consumer Protection Act
- Fundraising Focus
- Conformity with PCHS Educational Project and Mission Statement
- Appropriate Accounting Practices

2.2.1. Prior approval by the Governing Board

In order to meet our legal obligations, any and all fundraising activities undertaken by any member of the PCHS community must obtain Governing Board approval prior to the start of the fundraising campaign.

2.2.2. Conformity with Education Act and Consumer Protection Act

"A contribution or donation may not be accompanied by a condition stipulating that students, their parents and, in general, persons at the school will be subjected to commercial solicitation and encouraged to purchase certain goods or services."

2.2.3. Fundraising Focus

The focus of a fundraising activity must be clearly stated to the Governing Board in the request for approval for fundraising.

Once approved, the **focus** of a fundraising activity, or activity benefactor, **must be made clear to all concerned** during the fundraising campaign.

2.2.4. Conformity with PCHS Educational Project and Mission Statement

Approval of Fundraising Activities is contingent on the proposed activity's conformity to the school's Educational Project and Mission Statement. In particular, approved activities should foster "strong relationships built on respect, caring and sharing" in an environment that promotes cooperation, pride, tolerance, common courtesy self-confidence and social responsibility."

2.2.5. Appropriate Accounting Practices

The fundraising activity coordinator must follow appropriate accounting practices of recording revenues and expenditures using the forms provided for that purpose.

The activity coordinator must provide a brief report of accountability to the governing board within the month following the fundraising activity in accordance with the Education Act.

3. Recommendations

- 3.1. A list of fundraising proposals should be submitted to the Governing Board at the beginning of the school year where possible.
- 3.2. The Criteria for the Approval of Fundraising Activities at PCHS is subject to annual revision by the Governing Board at the end of each mandate.
- 3.3. Fundraisers proposed to the Governing Board by students for their personal projects should not be approved until this directive is approved by the PCHS I.B. program coordinators. It is not to dissuade the generous nature of PCHS students, but to limit the possible quantity of fundraising that goes through PCHS on a yearly basis.
- 3.4. Exceptionally, in the event that an activity requires approval before the next scheduled governing board meeting, the governing board may vote on approval by e-mail in accordance with the PCHS Governing Board Internal Rules of Management.
- 3.5. Additional fundraising requests from groups or individuals who have failed to comply with the five (5) Criteria for the Approval of Fundraising Activities at PCHS in a given school year will be respectfully denied.

ADDENDUM 1

Fundraising Request Form
Pierrefonds Comprehensive High School

Contact: _____
Email: _____

Activity: _____
Date Start: _____ Date Finish: _____

Fundraiser details: (Who/What/Where/Why) _____

Location Details: _____

No specific location:

Food item notes: Please note that when selling food items, the school board FOOD AND NURTITION POLICY must be complied with.

Approval

Principal:	_____	Date:	_____
Governing Board:	_____	Date:	_____
Faculty Council:	_____	Date:	_____

Faculty Council approvals are on the first Monday of each month. Governing Board approvals are on the second Wednesday of each month

Results

Fundraiser date finished: _____
Dollar amount received: _____
Funds submitted to receiving party on this date: _____
Signed by Principal: _____ Date: _____

ADDENDUM 2
IB Personal Project Fundraising Request

The Personal Project is the final (and mandatory) stage of the International Baccalaureate program. Students are free to choose a topic that is of personal interest to them, as long as it relates to one Area of Interaction.

In cases where students are especially interested in Community and Service, they sometimes aim to raise money for a worthy cause, or need extra funds to facilitate reaching their goal.

If a student would like to organize a fundraising event, or needs extra funding as part of the personal project, they must:

1. Formulate a clear goal and specifications on how to achieve it with their Supervisor.
2. Write up a proposal to present to Governing Board, outlining the goal, context, specifications and why fundraising is needed.
3. (Ideally) apply for approval in Secondary 4. Since Personal Projects are due in December of Secondary 5, last-minute requests should not be considered.
4. Present this form to the IB Coordinator for signature and approval.

Student Name: _____

Project Title: _____

- APPROVED BY COORDINATOR
- NOT APPROVED BY COORDINATOR

Comments:

Signature: _____

Doree Yannakis
IBMYP Coordinator