

Educational programs provided to students within the Division should be fully funded by the provincial government. However, there are occasions where schools will be required to raise additional funds for extra-curricular activities or fund raising activities in support of worthwhile charities.

Procedures

1. The Principal is responsible for approving all fund raising activities undertaken at the school level.
2. The Principal is responsible for submitting to the Superintendent a complete list of all proposed fund raising activities planned for the year and their intended use.
3. All funds collected must be accounted for in accordance with *Administrative Procedure 507*.
4. The following shall apply to school sponsored fund raising activities:
 - 4.1 Student participation must be voluntary;
 - 4.2 Fund raising activities shall not detract from the school instructional program;
 - 4.3 Students may not be used to advertise or promote private businesses;
 - 4.4 Fund raising activities shall not be established on a regular basis in direct competition with local business; and
 - 4.5 The purpose of the fund raising activity and the intended use shall be made known to students and parents.
5. The following rules shall apply to fund raising activities sponsored by charitable organizations or groups registered under the *Societies Act*:
 - 5.1 The Principal shall advise staff and students that all activities sponsored by charitable organizations fall outside the jurisdiction of the Division;
 - 5.2 Student participation must be voluntary;
 - 5.3 The activity can not detract from the school's instructional program; and
 - 5.4 The purpose of the funding raising activities and intended use must be made to known to students and parents.

Reviewed/Revised: March 2014