

## OPERATING PROCEDURES for FUNDRAISING at TCDSB

The Ministry of Education provided Fundraising guidelines to identify guiding principles and best practices, and lastly provide a foundation for school boards to develop or update existing guidelines, policies and procedures. In addition, the ***TCDSB Fundraising in Schools Policy S.M.04*** identifies best practices reflective of its geographic, demographic and community circumstances consistent with the provincially established guiding principles.

### ***VOLUNTARY, ACCOUNTABILITY & TRANSPARENCY, SAFETY, COMPLEMENTARY***

The Guiding Principles in essence seeks to ensure that ***voluntary*** fundraising activities provide resources ***complementary*** to the publicly funded education resources in an ***accountable & transparent*** manner while maintaining the ***safety*** of students involved in those activities.

The guidelines suggest all activities that support education; fundraising should reflect the values and expectations of the school community, including those of parents, students, staff, and school board trustees. In addition, communities deserve to know how schools and school boards will use the proceeds of their fundraising activities. ***Integral to the values associated with the TCDSB Community; the guidelines recognize that consideration must be given to “supporting donations to board-level funds, or matching programs among schools and/or school councils, e.g. a percentage of every dollar raised is allocated to a central board equity fund or put towards board-wide programs that benefit all students.***

Acceptable examples of fundraising activities for social/equity purposes include the following:

1. Support for the TCDSB official charities The Angel Foundation for Learning and ShareLife;
2. Social Fund for Local School Community Needs;
3. TCDSB Equity Redistribution Fund

When a School and/or CSPC choose to engage in fundraising activities, it is important to consider the purposes and principles of public education, including diversity, accessibility, and inclusivity. These activities are conducted under the

guidance of the school principal, in accordance with school board policies (e.g. TCDSB Purchasing Policy F.P.01) and with advice and input from the school community. Finally, it is important that the fundraising activity has a designated purpose and the proceeds be used for its intended purpose.

**The proceeds of School and/or CSPC fund raising activities:**

- Should not be used to **replace** public funding for education; and
- Should not be used to support items normally funded through provincial grants, such as classroom learning materials, textbooks, facility repairs or capital projects that **significantly** increase operating costs.

Consistent with the guiding principles listed above, recent and unique developments in the education sector due to the Covid-19 Pandemic created the need for additional complementary educational resources to ensure the safety and well-being of all students and school/support staff.

The one-time nature for the additional required resources listed below not normally funded by public education funding grants and its low-cost operational/capital impact provides flexibility for Schools and CSPCs planning their respective fundraising activities in the 2020-21 school year.

**The following items are acceptable examples to direct the future proceeds of School/CSPC fundraising activities:**

- Portable Hand-Washing Stations;
- No-touch Sanitizers;
- Reusable Cloth masks for students;
- Water Bottles for Students;

**The following items are acceptable examples to direct the future proceeds of School/CSPC fundraising activities in consultation with your local School Superintendent and Environmental Support Services staff:**

- Mobile HEPA Air Purifiers for Classrooms;
- Water-bottle refilling stations
- Bicycle stands
- Plexiglas desk shields in classes for students

### ***Reporting and Monitoring of COVID-19 Related Fundraising Activities***

The TCDSB recognizes that fundraising related to COVID-19 safety items may occur to different degrees and in different timing across the system. As such, and in an attempt to address potential equity issues across the system, it will be necessary to collect data on the details of fundraising at the school level. This will help to inform system decisions going forward on how Board funds may be best used to alleviate equity issues where fundraising activities may be either less effective or do not materialize, but where there may be a real need for enhancements.

Central staff will collaborate with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association of Parents in Catholic Education (OAPCE) to develop a process to engage Catholic School Parent Councils (CSPC) in collecting this data across the system. The reporting mechanism will be released early this fall.