



**POLICY SECTION:** STUDENTS-FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** Fundraising in Schools  
**POLICY NO:** S.M.04

<b>Date Approved:</b> December 11, 2006	<b>Date of Next Review:</b> 2029	<b>Dates of Amendments:</b> January 2024
<b>Cross References:</b> O.Reg. 612, School Councils S.10 Catholic School Advisory Parent Councils <b>A.09 Board Recognized Charitable Foundations</b> <b>F.P.01 Purchasing Policy</b>		

**Purpose:**

This policy establishes clear guidelines and lines of authority regarding fundarising in the name of the school and/or the Board.

**Scope and Responsibility:**

This policy applies to the entire TCDSB community. The Director of Education is responsible for this policy with the assistance of the Financial Services Department.

**Alignment with MYSP:**

**Learning – Growing in Knowledge**

Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.

**Equity – Growing in Knowledge with Justice**



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Apply Catholic social justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression.

### **Well-Being – Growing in Knowledge With Justice and Hope**

Strengthen an environment rooted in Gospel values that nurtures hope and well-being.

#### **Policy:**

The Toronto Catholic District School Board permits fundraising to be undertaken by its schools. All fundraising activities whether for the school or for an approved organization shall be related to charitable, humanitarian, educational, or service activities consistent with the tenets of Catholicism.

#### **Regulations:**

1. All fundraising shall be carried out under the jurisdiction and supervision of the school principal and may be a joint project with the local Catholic School ~~Advisory~~ **Parent** Council and/or Student Council.
2. Participation of students in fundraising in schools shall be voluntary and consideration shall be given to factors such as the age and safety of the students. Fundraising activities shall not interfere unduly with the learning experiences in the curriculum.



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3. The school principal must approve the content, and/or posting on school property, of any advertising materials, or the distribution of notices dealing with school fundraising events.
4. Individuals and organizations, ~~approved under policy S.13, Approved Access to Schools by Individuals and Organizations,~~ who wish to raise funds on school property and/or with the assistance of school staff and students, must do so in accordance with the fundraising policy and its regulations **only with prior principal consent.**
5. Funds raised under this policy shall not be used to purchase textbooks, learning materials and resources for regular classroom programs which would normally be funded through Board and school-based budgets.
6. **Funds raised for capital or technology related projects must be pre-approved by the Principal in consultation with Financial Services and the applicable Superintendent.**
7. **All purchases using fundraising proceeds shall follow the Boards Purchasing Policy and be mindful of any ongoing costs that could accrue to the Board. Purchases should only be made from Board approved vendors unless approved by Financial Services.**
8. ~~When fundraising is a joint project with the local Catholic School Advisory Council and/or Student Council, it is understood that the decision making as to the disbursement of funds is also a joint responsibility. The following shall be~~



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~~authorized to sign cheques (one person from each of groups (a) and (b) shall sign each cheque payment):~~

- ~~(a) two parent/student representatives on the Executive Committee of the Catholic School Advisory Council/Student Council—usually the Treasurer and the Chair;~~
- ~~(b) two representatives from the school namely the Principal , Vice Principal or Superintendent (where no Vice Principal exists) and~~
- ~~(c) the signature of the Treasurer of TCDSB will be required only under exceptional circumstances such as suspected misappropriation of funds.~~

~~9. The school Principal shall sign all cheques and only in the absence of the Principal will the Vice Principal or Superintendent sign.~~

#### **Evaluation and Metrics:**

- ~~• 8. Appropriate record-keeping procedures for all funds raised shall be maintained in accordance with those prescribed by the Treasurer of the Board.~~
- ~~• 9. An annual financial summary of all fundraising activities conducted during the school year shall be **made available** prepared and presented to the **school** community. at the Annual General Meeting in the Fall. The statement should be kept on file at the school.~~