



REGULATIONS

SUBJECT: STUDENT FUND RAISING AND CANVASSING

1. The purpose of fund raising and canvassing is for the enhancement of students' programs and services for such things as:
 - a) excursions;
 - b) special school events and athletics;
 - c) additional equipment, supplies and services;
 - d) charitable purposes;
 - e) scholarships and bursaries;
 - f) guest speakers;
 - g) ceremonies;
 - h) awards.
2. The Principal is responsible for all fund raising and canvassing activities involving the school.
3. The Principal, in consultation with the School Council, must approve all fund raising and canvassing projects conducted by associations in the name of the school. All activities should reflect the diversity, values and priorities of the local school community and school board.
4. All charitable organizations will be considered equally.
5. The Principal must ensure that fund raising and canvassing activities support student achievement and not detract from the learning environment.
6. The Principal shall refer any fund raising activities that involve corporate advertising to the Director of Education or designate.
7. The Principal must inform parents and staff that involvement in fund raising and canvassing is voluntary.
8. Parental consent is required for any student under the age of 18 in order for the student to participate.
9. In determining the type of fund raising and canvassing activities, the Principal must consider the age and safety of the pupils and the benefit to the school. Students involved in fund raising activities require appropriate supervision.

10. The Principal may allow a person or an enterprise to sponsor a fund raising event or activity in a school. Schools may acknowledge sponsorships in a manner acceptable to the Principal and School Council/Community.
11. It is strongly recommended that the fund raising activities follow the *Ministry of Education School Food and Beverage Policy Resource Guide, 2010*.
12. The Principal is responsible for all funds raised in the name of the school.
13. The Principal is responsible for managing all expenditures through the Board's School Banking Program in compliance with *School Generated Regulation Funds Regulation R-BU-504*.
14. Disbursements from funds raised in the name of the school shall be signed by at least two persons, one of whom shall be the Principal or designate; the other individual shall be the Chair of the association responsible for the fund raising activity or delegate.

The following accounts do not require the principal's signature:

- accounts maintained by local Home and School Associations affiliated with the Ontario Federation of Home and School Association do not require the principal's signature. The Home and School Accounts are accountable through OFHSA Constitution and Bylaws.
 - accounts maintained by School Booster Clubs that are incorporated through the Ministry of Consumer and Commercial Relations do not require the principal's signature. Accountability for these accounts is the mandate of the municipality.
15. Each June, the Principal shall prepare a report listing the projects used to raise funds, the amount of money raised and the projects for which the funds were used. The report shall be kept at the school and be available, to the Board upon request. A summary of the report shall be made public in the final school newsletter of the school year.
 16. The Lambton Kent District School Board will conduct random audits of the records of the fund raising and canvassing activities of the schools.

Implementation Date: December 8, 1998
Revised: August 26, 2003, February 28, 2006, January 11, 2011, April 24, 2012,
January 14, 2014
Reviewed: January 16, 2018

Reference: LKDSB Policy, Administrative Procedures *Student Fund Raising and Canvassing*
LKDSB Policy, Regulations, Administrative Procedures *School Generated Funds*
LKDSB Policy, Regulations, Administrative Procedures *School Food and Beverages*
Healthy Food for Health Schools Act 2008
Ontario Regulation 200/08 *Trans Fat Standards*
Ministry of Education School Food and Beverage Policy Resource Guide, 2010.