



## **ADMINISTRATIVE PROCEDURES**

<b>SUBJECT:        FUND RAISING AND CANVASSING</b>
--

The following are the responsibility of the school principal.

1. Review proposals and in consultation with the School Council, approve all fund raising activities that will be conducted in the name of the school.
2. Inform parents that:
  - a) In the case of a fund raising activity involving children, they can elect not to have their children involved in the activity;
  - b) Door-to-door canvassing is restricted to their immediate neighbourhood and/or their known households;
  - c) No primary pupils are to be involved in door-to-door canvassing.
3. Obtain parental consent for any student under the age of 18 in order for the student to participate.
4. Prepare a detailed report each June listing the projects used to raise funds, the amount of money raised and the projects for which the funds were used. Keep a copy of the report at the school and make it available upon request.
5. Prepare a Summary Report of the fund raising activities of the school year and include it in the final newsletter of the school year.
6. Ensure that all funds are handled in accordance with School Generated Funds Administrative Procedures A-BU-504 on school accounts and have been recorded in the Board's school banking program.

Implementation Date:        December 8, 1998

Revised:                        January 30, 2001  
                                      April 12, 2006  
                                      May 1, 2012

Reference:                      Board Policy