

NLSchools refers to all public K-12 English schools and school related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein, and all employees providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

Policy Name

School Fundraising - **Note this policy is currently under review**

Policy Statement

The Department of Education supports schools in their efforts to raise funds and recognizes the role fundraising can play in enhancing educational opportunities at the school level.

The department endorses a collaborative approach to fundraising for schools by students, parent groups, student councils and school councils that is consistent with NLSchools mandate, vision and values, and individual school plans. Fundraising activities are to be planned in accordance with the policies and regulations of NLSchools. All planning and implementation of fundraising activities will be sensitive to any financial impact on members of the school community.

Background

The school principal is responsible for the financial management of School Generated Funds. School Generated Funds are funds raised and collected at the school level in the name of the school. These funds are generated from sources other than NLSchools' operating and capital budgets and can generally be categorized into either fundraised money or general revenue.

School Generated Funds, and thus fundraised money, are considered NLSchools funds (public funds) and are therefore held to the same standard of transparency and accountability as other forms of NLSchools funds.

The purpose of this policy is to provide guidance to schools when planning and implementing fundraising activities.

Scope

This policy and related administrative procedures and any related documents applies to all schools within NLSchools and to all funds generated by a school, or school sponsored activity/group.

Definitions

Fundraising

Any activity permitted under NLSchools policy to gather voluntary third-party financial contributions or other resources for school activities. This may be in the form of a school-wide or individual group activity operating in the name of the school and for which the school provides the administrative processes for collection. Such activities may take place on, or off, school property. These funds are considered School Generated Funds.

School Community

The students, school councils, parents and guardians, school administrators, staff, members of the broader community and partners, as well as others who support the local school and student achievement.

School Generated Funds

Funds that are raised and collected in the name of a school that are administered by the school principal. These funds are raised or collected from sources other than NLSchools' operating and capital budgets and come under the control and responsibility of the school principal. This includes grant and international student funding received at the school.

General Revenue

A form of school generated funds that is not directly fundraised, but earned, collected or received by the school as a result of the school's operations. These funds are considered School Generated Funds. Examples of sources of general revenue are as follows: facility rentals and vending machine and cafeteria commissions.

Crowdfunding

The process of soliciting financial donations from a large number of people from all over the province, country and/or world, typically through a website.

Policy Directives

1. Fundraising activities must be compliant with municipal, provincial and federal legislation, and Department of Education guidelines and policies.
2. The school principal, in consultation with the School Council and school staff, shall develop an annual fundraising plan for the beginning of the school year in accordance with the [School Administrators Handbook: Managing School Generated Funds](#). All fundraising activities require the approval of the School Council as per the [Schools Act 1997](#), including any revisions to the annual fundraising plan that may be proposed throughout the school year for unanticipated fundraising opportunities.
3. All fundraising proceeds shall have an approved, designated purpose and shall be utilized as intended. This includes a pre-determined purpose for any potential funds remaining after purchase of budgeted items.
4. Participation in fundraising activities is voluntary for staff and students.
5. The safety of students and staff must be a primary consideration when planning all fundraising activities.
6. Fundraising activities shall not interfere with instructional time unless authorized by the Senior Management Official (Programs).
7. Fundraising activities must be compliant with Service NL's lottery policies and procedures.
8. Food sold as a part of a fundraising activity in schools shall be selected exclusively from the Serve Most/Serve Moderately categories of the [Provincial School Food Guidelines](#), with the exception of bake sales.
9. Fundraising activities shall not be permitted to support school trips/tours with the exception of a formal school group or individual student earning the right to represent the school at a recognized event. All out-of-province school trips/tours must be approved by the Senior Management Official (Programs) prior to travel and related fundraising activities. (See [Appendix - Guidelines for School Fundraising for Travel](#))
10. Fundraising proceeds must be spent by the latter of the end of the school year in which they are raised or within six (6) months of when they are raised, with the exception of funds set aside for special multi-year projects. This does not apply to general revenue.
11. A "Chase the Ace" fundraiser, or a fundraising activity/event similar to Chase the

Ace is prohibited.

12. All fundraising activities approved by School Council must employ a mechanism which allows the school principal to halt the activity/event once the fundraising goal has been reached.
13. A fundraising activity that is expected to exceed \$20,000 in total revenue, or has a cumulative total prize that exceeds \$20,000, requires the prior approval of the Senior Management Official (Finance and Administration) or designate.
14. Donations collected or received as part of a fundraising activity are considered fundraised money.
15. Schools shall not solicit funds or donations through crowdfunding.
16. Fundraising for non-essential school clothing is not permitted. Essential clothing would be considered items of clothing required for school jerseys or uniforms that are retained by the school.
17. Fundraising or seeking donations for jerseys or uniforms in return for advertising on the jerseys/uniforms or on school property is left to the discretion of School Council and/or School Administration on a case-by-case basis.
18. The school principal must provide the School Council with a report outlining the total revenues and expenditures upon conclusion of a fundraising activity.
19. Financial records, for all fundraising activities, are to be kept in the prescribed format and are subject to both an internal, or external, audit.
20. If fundraising is approved through NLSchools registered charity program (Newfoundland and Labrador Education Foundation Inc.), the funds are to be held in trust in the bank account of the registered charity.
21. Where non-compliance with this policy is determined to have occurred, appropriate action, including disciplinary action, may be taken.

Appendix - Guidelines for School Fundraising for Travel

Fundraising is not permitted for student travel programs offered/arranged by educational touring companies (e.g., EF Tours, Explorica, DC Student Adventures). Fundraising is permitted to support school trips within the parameters outlined below:

- School trips that relate to the specific prescribed curriculum outcomes for students involved in a particular grade level or a prescribed course from the Department of Education;
- School trips in which a school group, grade level or individual student represents the school at a recognized regional, provincial event, national or international event;
- School trips in which a school group, grade level or individual has earned the right to to represent their school at a recognized regional, provincial event, national or international event;
- The principal will ensure that all students in the group or grade level have equal opportunity to participate in the school trip;
- If user fees are required for a school trip, the school must have funds available to cover the user fees of those students that require or request financial assistance;
- The principal will ensure all fundraising is approved by the School Council and adheres to all aspects of the above Fundraising Policy; and
- All out-of-province school trips/tours must be approved by the regional Senior Management Official (Programs) or designate prior to any fundraising activities.

Field trip/excursion - a field trip/excursion is defined as a group trip that is arranged to allow for first-hand observation (e.g., trip to a museum), or participation in a curricular, co-curricular or extra-curricular activity.