



### **Context**

The Board of Education understands that schools often require additional funds that are not provided by the Board or the Ministry of Education and, further, the Board recognizes the educational and humanitarian values of fundraising in and by schools and their Parent Advisory Councils (PACs).

### **Policy Statement**

The Board of Education supports fundraising by the school or Parent Advisory Council when it is to provide a benefit to children or the community and the program or service is not affordable within regular school or district budgets.

### **Guiding Principles**

The Board believes that:

1. Fundraising by the school or PAC should primarily occur when the funds are needed for the benefit of students and the funds are not available through district or school public funds.
2. The focus of fundraising, when it is necessary, should be the well-being of students and the school as a whole.
3. Fundraising, whether by the school or the PAC, may also be appropriate when it provides a service or a product in the community that the school might not otherwise be able to afford.

### **References**

- [Administrative Procedures to Board Policy 505: Fundraising in Schools](#)
- [Board Policy 108: School Generated Funds and its administrative procedures](#)

### **Dates of Adoption/Amendments:**

Adopted: 2022.10.25

Amended: **Reviewed 2024.11.24**



**ADMINISTRATIVE PROCEDURES TO BOARD POLICY 505 -  
FUNDRAISING IN SCHOOLS**

**Purpose**

These Administrative Procedures are written in support of Board Policy 505: Fundraising in Schools.

When a school-based fundraising initiative is proposed for a school or program, the principal or person responsible must ensure the following:

1. Any school club, group or organization, including Parent Advisory Councils (PACs), must request and receive permission from the principal to engage in a fund-raising activity.
2. All funds raised by school clubs, groups or organizations shall be administered according to district standard accounting practices and recorded in school accounts that are under the control of the principal.
3. All funds raised by Parent Advisory Councils for the school shall remain the responsibility of PACs until donated to the school, at which time the funds shall be recorded in school accounts that are under the control of the principal.
4. Schools should be sensitive to community reaction regarding fund-raising and thereby keep the number of activities to a minimum.
5. Principals will advise parents as to the purposes of all fund-raising activities sponsored by the schools and ensure that these funds are expended in accordance with the purposes stated.

**References**

- [Board Policy 505: Fundraising in Schools](#)
- [Board Policy 108: School Generated Funds and its administrative procedures](#)

**Dates of Adoption/Amendments**

Adopted: 1980.03.19:

Amended: 1981.02.18: 1982.06.22: 1984.06.20: 1989.02.22: 1989.05.24 1991.09.10:  
2000.11.28: 2005.02.22: 2017.01.24: 2021.04.27: 2022.10.25: **Reviewed**  
**2024.11.24**