

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #ES-G-02

STUDENT FUNDRAISING ACTIVITIES

[BOARD MINUTE #06-99, Page 6]

The Chignecto-Central Regional School Board believes that a comprehensive educational program provides students with a diversity of experiences . . . both curricular and co-curricular / extra-curricular.

Accordingly, the Board recognizes that provision of such experiences is partially dependent upon the availability of school-based financial resources which, from time-to-time, requires that schools plan and conduct fundraising activities involving students.

To this end, the Board expects the Superintendent of Schools (or designate) to require all regional schools to prepare, implement and monitor school-based student fundraising guidelines per the definitions and regional guidelines appended to this policy.

STUDENT FUNDRAISING ACTIVITIES

- DEFINITIONS -

1. Student Fundraising Activity . . .

- Any fundraising activity planned, conducted or sponsored by the school wherein students are participants in the planning and/or conduct of the activity.

2. “In-community” Fundraising Activity . . .

- Any fundraising activity planned, conducted or sponsored by the school wherein students are involved with selling or soliciting within the school catchment area / community(ies) (e.g. chocolate bar sales, soliciting sponsorships, and the like).

3. “In –school” Fundraising Activity . . .

- Any fundraising activity planned, conducted or sponsored by the school wherein students are involved, and includes only in-school events (e.g. class bake sales, school concerts, etc.)

STUDENT FUNDRAISING ACTIVITIES

- REGIONAL GUIDELINES -

1. All regional schools shall prepare, implement and monitor school-based guidelines to regulate student fundraising activities.
2. The school principal is expected to co-ordinate the development of student fundraising guidelines with input from members of the school community including: students (middle / high school), staff, Home & School Association, the School Advisory Council and others as appropriate.
3. It is expected that student fundraising guidelines be approved by the School Advisory Council prior to implementation.
4. Student fundraising guidelines must recognize that student safety is the primary concern when planning / conducting student fundraising activities.
5. Student fundraising guidelines must ensure that student fundraising activities do not detrimentally affect teaching / learning activities or instructional time for students.
6. Student fundraising guidelines must include reasonable limits on:
 - a) the number and frequency of student fundraising activities (especially “in-community” activities) during the school year; and,
 - b) student participation in fundraising activities in terms of age, grade and maturity of students (participation in “in-community” fundraising activities should be limited to students in Grades 3-12).
7. Students in Grades 3-6 may participate in school fundraising activities provided:
 - a) written consent is given by parents / guardians; and,
 - b) safety precautions are outlined to participating students (e.g. travelling in pairs / with a parent; walking on sidewalks, etc.).
8. Student fundraising guidelines must reflect careful consideration of both the purpose and the means of fundraising such that the hallmark of every fundraising activity is quality in both service and product.

9. Student fundraising guidelines must ensure that student fundraising activities comply with regional guidelines for the management of school funds and reflect sound business practice.
10. Student fundraising guidelines must ensure that those planning / conducting student fundraising activities consider the impact of fundraising activities on the community in terms of community concerns, expectations, values, economic conditions and traditions.
11. Student fundraising guidelines must ensure that all student fundraising activities receive the approval of the school principal prior to commencement of the activity.
12. Student fundraising guidelines should require that the school principal advise the Family of Schools Supervisor and the principals in the Family regarding the nature, dates and duration of “in-community” student fundraising projects, especially if schools are impacting the same community(ies). Co-ordinated planning (within the Family of Schools) of “in-community” fundraising activities is encouraged.
13. School-based guidelines must ensure that student fundraising activities are planned and conducted within the context of the definitions appended to Policy #ES-G-02 (Appendix “A”).

STUDENT FUNDRAISING GUIDELINES

- Suggestions for Development -

The following outline is provided in an attempt to assist schools with the preparation of school-based student fundraising guidelines.

School-based student fundraising guidelines should include:

1. **Introduction / Rationale:**
 - . . . a summary of the purpose / objectives / importance of student fundraising activities to school life
2. **Types of Fundraising Activities:**
 - . . . definitions / descriptions of the types of fundraising (e.g. “in-community” / “in-school” activities) which involve students attending your school
 - . . . distinction between “school activities” fundraising projects and “community-service” projects
 - . . . definitions / descriptions of fundraising activities undertaken by school support groups (e.g. Home & School Association, Alumni groups, etc.) which do not involve students
3. **Student Participation:**
 - . . . clear determination / description of the age / grade levels of students permitted to participate in the various types of fundraising
 - . . . description of expectations / responsibilities of students participating in fundraising activities
4. **Scheduling Fundraising Activities:**
 - . . . clear articulation of the number, duration and frequency (scheduling) of student fundraising activities (especially “in-community activities) in a school term / year
 - . . . information regarding recommended “territory” for students involved in fundraising activities
5. **Student Safety:**
 - . . . information regarding safety precautions recommended for student participants in fundraising activities

6. **Informing Parents / Guardians and the Community:**

. . . outline of school procedures for informing parents / guardians and the community regarding fundraising activities (purpose / scheduling / estimated amounts / disbursement / etc.)

. . . summary of procedures for acquiring parental permission (elementary students only)

. . . outline of procedures parents / guardians and community members should follow to inquire about / comment on student fundraising activities

7. **Fundraising Management:**

. . . description of fundraising project approval / administration process (roles and responsibilities)

. . . outline of procedures for managing both fundraising activities and the funds raised

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