Administrative Procedure 111

FUNDRAISING SOCIETIES

Background

Schools may have a Fundraising Society, separate and distinct from the School Council. Fundraising Societies provide a means for parents and community members to provide additional financial resources and support to the school. A Fundraising Society is a self-governing legal entity incorporated under the *Societies Act* or Part 9 of the *Companies Act.* .

Procedures

1. The main role of the Society is fundraising, typically for fundraising endeavours that require a gaming license from the Alberta Gaming and Liquor Commission, such as bingos, casinos, or raffles. A Society has no authority to advise or consult for school-based decision-making purposes.

2. Fundraising Societies will generally consult with the school principal to determine areas of greatest need for the school.

3. A Society is a self-governing legal entity, with the authority and responsibility to make necessary decisions to manage its operations and activities.

4. The Society will have a Board of Directors, chosen according to the by-laws/operating procedures established and maintained by the Society. The Division does not permit their employees to be Directors of the Society.

5. There may be more than one Fundraising Society at a school.

6. Fundraising Societies must present an annual Audited Financial Statement to members at an annual general meeting, an annual report to Corporate Registry, specific reports to the Alberta Gaming and Liquor Commission, and other annual reports as required by the governing legislation. There is no duty for the Society to report to the Board of Trustees.

7. A Fundraising Society must have its own bank account and accounting records.

8. The Division's liability insurance does not extend to a Society and its Directors as the Society is its own legal entity, separate and distinct from the Division. Even though the Societies are acting on behalf of the Division, the Division does not directly control their activities. A Society has its own executive, which makes decisions on behalf of the group. Societies may choose to purchase their own liability insurance.

9. The insurers for the Division offer an "Associate Group Policy" which covers Societies. A basic plan would include Liability Insurance, as well as options for Crime, Property and Directors' and Officers' Liability Insurance. Information on this policy may be obtained from the Administrative Assistant – Business & Finance. A Society may also obtain insurance coverage elsewhere.

10. The school principal's approval is required for all fundraising activities that involve the school name, the school's resources or building or the school's students and staff.

11. All materials and equipment accepted by schools will become the property of the Division.

12. For further information on fundraising, refer to Administrative Procedure 520 – Fundraising.

Reference: School Councils Resources Manual (1995)
Administrative Procedure 520 - Fundraising