FUNDRAISING

Background

Some schools and their support groups may wish to engage in fundraising. Fundraising activities must be compatible with the best interests of the students, school staff and community and not detract from curricular activities.

Black Gold School Division is a registered charity approved by the Canada Revenue Agency (CRA). Therefore all funds raised through fundraising activities must comply with the associated legal and administrative requirements of the Income Tax Act. The funds belong to the school community and must be used only for the purpose of Black Gold School Division. Fundraised dollars will not be given to an individual and will not be used to provide a benefit to a particular student unless the use qualifies as a "Charitable Purpose or Activity that Benefit Youth", as outlined in the Income Tax Act.

Definitions

Continuous Fundraising: is any fundraising done for general purposes.

Specific Fundraising: is done for one (1) special event or purpose. This would include extended student excursions, a playground project, etc.

Procedures

1. Schools will not fundraise for instructional services or basic instructional needs for ECS to Grade 12. Alberta Education provides funding for the purpose of textbooks and other items that are essential to providing a solid core education, and funds from fundraising will not be used to purchase these items. Schools should ensure that fundraising activities are only for enhancements or extras (beyond what is required for a student to successfully complete school) that parents and staff want for their schools.

2. Participation by all stakeholders in fundraising activities will be voluntary.

3. Before any fundraising is done in the name of a Division school or school-related activity, it must be approved, in writing, by the Principal (Fundraising Approval form).

4. Written authorization from the Principal will be issued to individuals participating in Specific Fundraising for presentation to those being requested to support the activity.

5. Specific Fundraising done in the name of a Division school or school-related activity, must have written guidelines developed by the fundraising group that:
   - 5.1 Clearly identify the purpose to which the funds raised will be applied. Note that, as per CRA guidelines, fundraised dollars will only be spent on supporting students to participate in the school-related activity.

5.2 Indicate how excess funds will be spent and how shortfall will be addressed.

5.3 Will be made available at the school upon request.

5.4 If the special event or purpose for which Specific Fundraising is being done is cancelled by the school or the Board of Trustees the following guidelines will apply:

5.4.1 All fundraised money will be considered excess funds.

5.4.2 Fundraised dollars shall remain in the school account and will be reallocated toward another special event or purpose, in the spirit in which the funds were raised. If at all possible, the school is obligated to provide another opportunity to the students within the school year. Any fundraising amounts which are raised by an individual student will be directed toward the alternate special event or purpose.

5.4.3 If a student has not accessed fundraising money related to them by the time they graduate, the money will remain in the school fundraising account. At the request of the fundraising group and at the discretion of the school, the funds raised by grade twelve (12) students who have graduated before an alternative special event or purpose has been made available may be directed toward current students who are involved in the alternate special event or purpose.

5.5 In the event that a student withdraws from the special event or purpose for which Specific Fundraising is being done, all fundraising dollars will remain at the school to be used in support of the special event or purpose.

6. The Principal is responsible for ensuring proper accounting of the income and expenditures for all fundraising activities. All fundraising, except fundraising organized by a fundraising society, must flow through School Generated Funds.

7. As outlined in Administrative Procedure 526 Charitable Donations, individuals or businesses may also provide a charitable donation for any fundraising on behalf of a Division school or school-related activity. As per CRA guidelines, a donor cannot choose a specific beneficiary but can direct their donations to a particular special event or purpose.

8. All materials and equipment purchased through fundraising will become the property of the Division but remain at the school where the funds were raised.

8.1 In the event that these materials and equipment are no longer required at that school, the Superintendent or Associate Superintendent, Business and Finance may redistribute the material and equipment to other Division schools.

Reference: Section 51, 52, 55, 68, 197, 222, 256 Education Act
Charitable Fund-Raising Act
Gaming and Liquor Act
Income Tax Act
Public Contributions Act
Administrative Procedure 510 Financial Accountability
Administrative Procedure 526 Charitable Donations

Form: 520-1 - Fundraising Approval