



XXX: Fundraising (P)

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1. PURPOSE

The Board of Education supports fundraising activities that enhance student learning and school programs when they are conducted in a responsible, ethical, and transparent manner.

School-generated funds are public funds held in trust by the Board and must be administered with integrity, accountability, and in accordance with sound financial practices and the District's administrative procedures.

Donations and sponsorships are distinct from fundraising and are governed under separate Board policies and administrative procedures.

2. DEFINITIONS

“Fundraising” Any organized activity or appeal conducted in the name of the school or District to raise money through events, product sales, or community campaigns to support school programs, services, or student activities. Fundraising does not include donations (gifts with no expectation of return) or sponsorships (support provided in exchange for recognition or benefit), which are governed under separate Board policies and administrative procedures.

“School-Generated Funds (SGF)” Funds raised or collected in the name of the school or District through fundraising activities, fees, or other local sources and administered by the District.

“Parent Advisory Council (PAC) Funds” Funds raised independently by a Parent Advisory Council operating under its own name and bank accounts. Unless formally transferred to the District, PAC funds are not considered school-generated funds.

3. SCOPE

This Policy applies to all fundraising conducted in the name of the District or its schools, programs, teams, clubs, or departments.

Parent Advisory Council (PAC) funds remain under the control of the PAC only when fundraising is conducted in the PAC's own name and accounts. Any fundraising activity that involves students or is carried out in the name of the school must be approved by the Principal, regardless of whether the funds are intended for PAC use or school use.

Funds become school-generated funds once they are formally transferred to the District.

4. PRINCIPLES

All fundraising activities and school-generated fund usage must:

- support student learning and well-being;
- operate equitably and respectfully of family circumstances;



- uphold public confidence in the District;
- comply with legislation and Board policy;
- align with the district's strategic goals; and
- reflect sound stewardship of public resources.

5. ROLES AND RESPONSIBILITIES

Board of Education - approves policy and ensures governance oversight of school-generated funds.

Superintendent - approves procedures.

Secretary-Treasurer - implements controls, ensures compliance, and oversees district reporting.

Principals - approve fundraising projects and ensures SGF are administered properly.

Staff, Students, and Volunteers - conduct fundraising according to policy and procedures.

PACs - may fundraise independently when acting in the PAC's own name and accounts; must follow this Policy when fundraising involves students or is carried out in the name of the school.

6. ACCOUNTABILITY

All SGF shall be deposited, accounted for, and reported in accordance with District financial procedures and included in District audits and financial statements.

Resources and References

Pacific Rim School District XXXX: Fundraising (AP)

Pacific Rim School District 3300: Corporate Sponsorship (AP)

Pacific Rim School District XXXX: Donations (AP)

Campbell River School District Operational Procedure 150