Niagara Catholic District School Board

FUNDRAISING

ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students **No. 301.4**

Adopted Date: February 26, 2002 Latest Reviewed/Revised Date: September 8, 2026

In keeping with the Mission Vision and Values of the Niagara Catholic District School Board, following are the Administrative Operational Procedures for Fundraising.

PREAMBLE

The Board supports the involvement and collaboration of parents with the principal, school staff, and in consultation with the Catholic School Council, to design and implement fundraising activities.

The Principal will approve and implement fundraising activities to enhance student achievement, including educational field trips, excursions and co-curricular activities.

The Niagara Catholic District School Board also recognizes that fundraising activities have a direct financial impact on the school and on the school community. The principal shall consider this financial impact, in the planning and approval of the proposed initiatives. Funds raised at the school level through fundraising and other sources will be managed in accordance with the School Generated Funds Administrative Operational Procedures (301.6).

The Board recognizes that some school fundraising initiatives are designed to support the efforts of the school community with activities that will help the students to learn about the value of supporting the needs of the broader global community, including:

- charitable endeavours
- global communities
- the needs of the broader global community

DEFINITIONS

Fundraising is any activity, in accordance with Board Administrative Operational Procedures, to raise money or other resources that is approved by the school Principal, in consultation with the Catholic School Council, for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

The school community refers to students, parents/guardians, school administrators and staff, members of the broader community and partners, as well as others, who support the local Catholic school and student achievement.

BACKGROUND

Fundraising initiatives carried out by the school must not be used to replace public funding provided by the Ministry of Education for textbooks, learning materials and other supplies, which are allocated by the Board to the school through the School Budget Accounts.

All students and staff are welcome to participate in fundraising activities. These activities will reflect the diversity, values and priorities of the local school community and school board.

GUIDING PRINCIPLES FOR FUNDRAISING ACTIVITIES

The principal will:

- Prepare an annual Plan on fundraising activities, using the appropriate fundraising form
- Be responsible for authorizing, planning and implementing all fundraising activities carried out by the school community. A fundraising report will be prepared by the principal for each major fundraising activity benefitting the whole school community and will be approved by the Family of Schools' Superintendent.
- Give consideration to the frequency, type and number of fundraisers within an academic year.
- Create a plan to ensure non-discretionary surplus funds generated through fundraising activities are used within a two-year period unless designated for a specific project to be pre-approved by the Chief Financial Officer.

The principal will ensure that the collection and distribution of funds will reflect the following principles:

Support Student Achievement - Activities will support student achievement and not detract from the learning environment.

Voluntary Participation - Participation in fundraising activities is strictly voluntary for staff and students. Parental consent will be required for student participation for students under the age of 18.
The personal information of staff, students or other individuals will not be shared for the purposes of fundraising without prior consent.

Safety and Safeguarding - The safety of students will be a primary consideration in all fundraising activities. In addition to parental consent, student fundraising activities require adequate supervision of students involved in the activity.

The principal will communicate and train school staff on procedures dealing with the collection, disbursement and accounting of school-generated funds.

Accountability and Transparency - A fundraising activity will not result in any staff or volunteer benefiting materially or financially from the activity.

Fundraising activities will have a designated purpose and the funds collected will be spent for that designated purpose. Transparent financial reporting practices to the school community need to be in place.

Staff Members and/or Catholic School Council Members will:

- Prepare a fundraising report for fundraising activities benefitting the whole school, a school department, club, and/or sports team and will be approved by the principal.

All school fundraising activities will generate a fundraising report. Fundraising reports will be shared with the designated secretary with finance duties and will be available for review by Board staff and internal and external auditors.

CONFLICT OF INTEREST

If a staff member and/or a Catholic School Council Member has a conflict of interest in connection with a fundraising initiative, they will not participate in any aspect of that fundraising activity.

CRITERIA TO BE CONSIDERED IN FUNDRAISING ACTIVITIES

When school communities consider asking for financial support, the individual fundraising activity should be consistent with the guiding principles outlined and aligned with Niagara Catholic policies.

Any fundraising activities that involve the sale of food and beverages on school premises must comply with the Board's Nutrition Administrative Operational Procedures. The nutrition standards set out in the procedures do not apply to fundraising activities that occur off school premises.

The Board has endorsed the following annual system fundraising activities:

- Pilgrimage / Development and Peace
- United Way Campaign
- Kids Helping Kids
- Holy Childhood Walk

Examples of Acceptable Uses of Fundraising Proceeds

- Assistance fund (for example, a fund serving a charitable purpose to benefit students)
- Supplies, equipment or services which complement items funded by provincial grants (for example, co-curricular band equipment, audio-visual equipment)
- Field trips or other excursions (for example, in-province, out-of-province, or trips abroad)
- Guest speakers or presentations
- Ceremonies, awards, plaques, trophies or prizes for students
- Scholarships or bursaries
- Co-curricular activities and events (for example, travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs)
- School yard improvement projects (for example, playground equipment, shade structures, gardens, outdoor skating rink)
- Upgrades to sporting facilities
- Support for activities that are unique to the denominational or cultural character of the school (for example, student retreats).

Examples of Unacceptable Uses of Fundraising Proceeds

- Items funded through provincial grants such as classroom learning materials and textbooks
- Facility renewal, maintenance, or upgrades funded through provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear
- Infrastructure improvements which increase the student capacity of a school or are funded by provincial grants (for example, classrooms, additions, gyms, labs)
- Goods or services for employees, where such purchases would contravene the *Education Act* or the Catholic School Council's by-laws regarding conflict of interest
- Professional development including support for teacher attendance at professional development activities
- Administrative expenses not associated with the fundraising activity. Any administrative expenses associated with the fundraising activity should be minimized.
- Support for partisan political activity, groups or candidates.

ACCOUNTABILITY AND FINANCIAL REPORTING

The purpose for any fundraising activity must be clearly communicated to contributors.

Funds received and disbursed in connection with fund raising activities must be accounted for in accordance with the ***School Generated Funds Administrative Operational Procedures (301.6).***

The principal will advise the Family of Schools' Superintendent regarding major concerns arising from the operation of fundraising activities.

The principal will prepare an annual report on fundraising activities, in accordance with the ***School Generated Funds Administrative Operational Procedures (301.6).***

Any change in the purpose of funds raised will require the approval of the Family of Schools' Superintendent and the notification of the school community.

Any theft and misuse or misappropriation of funds raised through Fundraising Activities will be immediately reported to the Principal, Family of Schools' Superintendent and the Chief Financial Officer. This matter will be discussed with the Chief Executive Officer. The Chief Executive Officer will determine the actions required to recover the funds and the need to report the details to the Board and/or to proper legal authorities, as required.

References

- ***Education Statutes and Regulations of Ontario***
- ***Fundraising Guidelines issued by the Ministry of Education***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Catholic School Councils (800.1) AOP***
  - ***Nutrition (302.7) AOP***
  - ***Purchasing/Supply Chain Management Policy (600.1)***
  - ***School Generated Funds (301.6) AOP***
  - ***Student Fees (301.11) AOP***

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