

SCHOOL FUNDRAISING

The River East Transcona School Division has established this procedure to support schools who may elect to engage in fundraising activities.

Fundraising in schools is to be undertaken in accordance with the following guidelines.

- (1) The safety of students will be the paramount consideration in any fundraising activity.
 - (a) Door to door soliciting or soliciting in public (with the exception of tag days) by students is prohibited.
 - (b) The sale of products containing peanuts, peanut butter, peanut oil, or nuts is prohibited.
 - (c) All food products must be produced and/or packaged in a nut-free facility.
- (2) Student participation in fundraising activities is voluntary. Fundraising should be a cooperative effort with each individual contributing to the activities as they are able. There will be no incentive prizes awarded for the top sellers. Participation draws may be held.
- (3) School administrators must approve **all** fundraising activities. School administrators will coordinate an annual plan of all fundraising activities in their school including but not limited to those planned by the following:
 - parent advisory councils
 - band associations
 - school teams
 - School community councils.

The entire plan must be submitted by September 30th to the superintendent (see JJE-E1 – Annual Fundraising Plan).

Amendments to the list of fundraising activities reported on the Annual Fundraising Plan approved by the school administration must be provided if there are any additions made for the year and a written notice to amend the annual fundraising plan must be submitted to the secretary-treasurer.

For activities such as raffles, bingos and lotteries, 50/50 draws, Players Choice Raffles (aka silent auctions) and any other activity governed by the Liquor, Gaming and Cannabis Authority of Manitoba, schools must apply separately for licences for

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these activities through the Liquor, Gaming and Cannabis Authority of Manitoba at www.lgcamb.ca.

- (4) Schools are limited to one major fundraising activity per year. A major fundraiser is defined as one that:
 - (a) is organized by the principal or designate;
 - (b) is open to all the students in the school;
 - (c) is focused on specific school needs, which will be clearly communicated to parent(s)/guardian(s).
- (5) The students or the specific group within the school will inform parent(s)/guardian(s) in writing of school fundraising activities and their purpose. At the conclusion of the fundraising activity, a report on its results will be shared with the community (e.g., by newsletter, by website).
- (6) The school administration will ensure the maintenance of proper accounting procedures and record keeping for all school fundraising activities. At the conclusion of all fundraising activities, but no later than June 30th of each school year, a fundraising report (Exhibit JJE-E2) must be submitted to the secretary-treasurer.
- (7) Parent advisory councils, band associations, school community councils, etc., will plan their fundraising separately. They will work in conjunction with school administration or designate around their specific fundraising plans to support their initiatives. All fundraising activities must be included on the report submitted as per section 3 above. Any changes/additions must be approved by the principal. Any funds raised by an affiliated parent group remains the property of the school to be used to benefit student learning or school programming.
- (8) Fundraising activities in support of outreach projects or charitable organizations (e.g., Terry Fox Run, Jump Rope for Heart,) require the principal's approval. Such fundraising activities would not be considered a major fundraiser for the school. However, they must be included in the annual plan.
- (9) Fundraised monies shall not be dispersed to the individual student or parent(s)/guardian(s) for personal financial gain. However, at the school's discretion, funds may be carried over to the next school year, allocated to a sibling in the school or rolled forward to the next year's school. In all cases, the fundraised dollars shall remain allocated to support school programming.

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- (10) Money collected through fundraising for an out-of-school education excursion, whether organized by the school or an affiliated parent group, remains the property of the school to be used to benefit student learning or school programming.

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