

# Fundraising Guidelines

## SCHOOL BOARD POLICIES TO BE AWARE OF WHEN PLANNING A FUNDRAISER:

Fundraising

Nutrition

Equity

### School Generated Funds

Funds raised by the H&S are NOT considered School Generated Funds while in the possession of the Association.

*Fundraising should complement and enhance, not replace, public funding for education.*

- ❖ Associations should only participate in fundraising for specific identified needs.
- ❖ Associations should obtain a copy of their school board's fundraising policy and administrative procedures and abide by them as much as possible.
- ❖ The wishes of the school community should be considered when undertaking any fundraising project since the association will want their support for the project.
- ❖ Work cooperatively with the school staff to minimize disruption for fundraising, and to coordinate with any fundraising plans by the school.
- ❖ Consider all safety issues in planning fundraising activities.
- ❖ Choose fundraising products that match the objectives of Home and School where possible.
- ❖ Investigate the company's track record and reliability by talking to other associations that may have used the company.
- ❖ Insist that all details of your agreement with a fundraising company be in writing.
- ❖ Avoid incentive programs that promote competition among individual students.
- ❖ If you experience difficulties in working with a particular company, send them a letter detailing your concerns. Send a copy to the OFHSA office, and your local Home and School council.
- ❖ Any food service fundraisers taking place on school property must follow the school board's nutrition policy.
- ❖ Large fundraisers should be designated toward large projects (e.g. playground equipment) rather than to basic budget expenses (e.g. office expenses, bank fees, conference). Ongoing fundraisers such as pizza days would be more appropriate to support basic budget expenses of running the Association.
- ❖ All family personal information obtained through fundraising must remain confidential and used for fundraising purposes only. Full names of students should not be published (e.g. prize winner lists – use family name only or student first name and last initial)
- ❖ All paperwork containing family personal information and student names must be shredded and not just thrown in the trash once it is no longer needed.
- ❖ Associations should not carry forward large cash bank balances as they are considered "Not for Profit" organizations. Sufficient funds for start-up in the new school year should be carried forward. Funds may be carried forward when designated for a large project, such as playground equipment.
- ❖ Fundraising proceeds should not be used to purchase items that are to be provided for by Ministry funding in school budgets (e.g. textbooks).

