

School, Community, and Home Relations 11230 Fund Raising	Administrative Application	
	Last Reviewed /Approved on:	October 14, 2020
	References:	Policy 12 – Role of the Director Policy 17 – Catholic School Community Councils
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) recognizes its responsibility in providing funds for basic educational programming. The school division acknowledges that from time to time, a school, school-based group, or Catholic School Community Council (CSCC) may wish to conduct fund raising activities to complement and/or supplement the basic educational program, support approved charities or community projects, or fund co-curricular and/or extra-curricular activities.

Funds raised should be used to benefit students and enhance the quality of Catholic education. Fund raising activities shall be compatible with the best interests of students, staff, and community and not detract from curricular activities.

Fund raising in the school division shall operate in harmony with the school division mission, belief statements, religious and educational mandate, and Board policy.

Definitions

1. **Fund Raising Activities**

For the purpose of this application, "fund raising activities" shall refer to school-based fund raising and CSCC fund raising, in accordance with definitions below.

2. **School-Based Fund Raising**

For the purpose of this application, "school-based fund raising" refers to all fund raising activities initiated and conducted by school staff or sanctioned student groups, under the approval and supervision of the principal. School-based fund raising includes activities conducted by student representative councils and booster clubs.

3. **Catholic School Community Council Fund Raising**

For the purpose of this application, "CSCC fund raising" refers to all fund raising activities initiated and conducted by CSCCs, under the approval and supervision of the principal.

4. **Charity or Charitable Agency**

For the purpose of this application, a "charity" or "charitable agency" is any organization or institution engaged in non-profit assistance to the poor, distressed, or persons in need, or such institutions set up for the care of such individuals or groups.

5. Community Project

For the purpose of this application, a “community project” is an activity that promotes the educational, philanthropic, or other work for the betterment of the local, regional, national, or international community.

Application

1. General Fund Raising Principles

All school-based and CSCC fund raising shall operate under the same guiding principles.

- a. All fund raising shall:
 - i. Operate under the approval and supervision of the principal.
 - ii. Operate keeping with regulations of the City of Regina and applicable laws of the Province of Saskatchewan.
 - iii. Be accounted for in accordance with procedures established by the Business and Finance Department.
 - iv. Consider poverty sensitive principles and the support capacity of the community involved.
 - v. Operate with respect for the preservation of instructional time.
 - vi. Operate on a voluntary basis for students and families.
 - vii. Operate with consideration for the safety and security of students.
- b. Funds raised should complement and not replace public funding for education.
- c. Fund raising shall not be conducted for providing instruction, basic education items, or any items required for course completion.
- d. Students shall not be excluded from an event or program based on lack of involvement in fund raising initiatives.
- e. Fund raising objectives shall be developed in advance of the fund raising activity.
- f. Fund raising activities shall not require students to listen to or read commercial advertisements.

2. Purposes of Fund Raising

School-based or CSCC fundraising may be designated for:

- a. Approved student excursions, field trips, or other out-of-school educational programs.

- b. Special events or activities conducted at the school or by school-based groups.
- c. Purchase of non-essential print or non-print learning resources.
- d. Equipment and supplies for extra-curricular activities.
- e. Improvements to school sites or playgrounds.
- f. School-based partnerships.
- g. Community projects.
- h. Charitable agencies.
- i. Guest speakers or presentations

3. Fund Raising Fiscal Management

- a. Fund raising activities in the school division shall operate in accordance with fiscal management requirements established by the Business and Finance Department.
- b. The principal is responsible for establishing proper procedures for safekeeping, accounting, and management of all monies collected.
- c. The purchase of goods and services with funds derived from school-based fund raising shall follow management requirements established by the Business and Finance Department.
- d. An annual financial summary of all school-based fund-raising activities conducted during the school year shall be prepared and made available to Executive Council, staff, recognized CSCCs, or individual parents upon request.