

Directive: Fundraising

Category: School programming and student services

PREAMBLE

The *Education Act* provides for a free education program tailored to the individual needs of students. Section 12 of the same Act specifies that the student or the student's parents are not required to pay tuition fees associated with the student's enrolment in the program of study. The CSFY has adopted an official resolution that forbids any form of compulsory solicitation by students, such as fundraising campaigns.

STATEMENT OF THE DIRECTIVE

The CSFY believes that it is important to regulate any form of fundraising exceeding \$100. Establishing procedures for supervising fundraising campaigns will make it easier to carry out this type of activity. This includes small groups of students or teachers initiating various forms of fundraising in order to support charitable causes and fund participation in certain extra-curricular activities.

DEFINITIONS

- Fundraising: The act of collecting money.
- Solicitation: The act of asking someone for something as part of a fundraising campaign.
- Solicitor: A person who solicits a sum of money as part of a fundraising campaign.
- Solicited: A person from whom a sum of money is solicited as part of a fundraising campaign.

TERMS AND CONDITIONS

The purpose of this directive is to provide a framework for all forms of fundraising at CSFY establishments.

1. Procedure

- 1.1 All teachers, groups of teachers, students and groups of students must obtain the approval of the Executive Director for any solicitation of students, their parents and members of the community, after obtaining prior authorisation from the school principal.

An authorisation form must be completed and duly signed by the applicant(s) or their representative(s) and by the Executive Director at the time of authorisation. The form must include:

- The person or persons organising the fundraising;
- The reasons for raising funds;
- The means used;
- The target clientele;
- The time period for the fundraising;
- The financial target.

The form must be submitted to the Executive Director for his approval at least 10 working days before the start of the fundraising.

2. Guidelines

- 2.1 Any fundraising campaign with a financial objective of more than \$100 is subject to this directive.
- 2.2 A maximum of two charitable fundraising campaigns per establishment per year involving all students of a school as canvassers is permitted (e.g. Terry Fox Run).
- 2.3 Profits generated by a student show may be donated in whole or in part to a charity of the choice of the students involved in the show (e.g. a play for the Canadian Cancer Society).
- 2.4 Students involved in an out-of-territory trip organised by a school can sell products, the profits from which will partly fund their trip.

- 2.5 The sale of products is permitted to finance graduation activities.
- 2.6 It is forbidden at any time to solicit primary school students for the sale of products.
- 2.7 The principal of a school may authorize direct solicitation of parents for:
- Tickets for a meal at the school;
 - Sponsorships for the school yearbook;
 - Ticket sales for shows organized by the school (holiday shows, plays, etc.).

Responsibilities

- 2.8 The Executive Director is responsible for the application of this Directive.