

## Directive: Fundraising

### Category: School Programming and Student Services

#### PREAMBLE

The *Education Act* provides for a free educational program tailored to the individual needs of children between the ages of 5 years and 8 months and 21 years old. Section 12 of this same *Act* provides that no tuition fees consequent to the student's attendance for an educational program shall be charged to the student or the parents of the student. As a result, the CSFY has adopted a formal resolution that prohibits any form of mandatory solicitation by students such as fundraising campaigns. To compensate for this loss of potential income, the CSFY has introduced fees for extra-curricular activities.

#### DIRECTIVE STATEMENT

The CSFY believes that it is necessary to regulate any form of solicitation that exceeds \$100 (one hundred dollars). Having a framework for fundraising campaigns will facilitate the execution of this type of activity. Over the years, small groups of students and teachers have initiated various forms of solicitation in order to:

- support charitable (humanitarian) causes; and
- fund individual participation, specific to that student, in a group activity.

#### DEFINITIONS

- Fundraising: The act of collecting money.
- Solicitation: The act of asking deferentially.
- Solicitor: A person who solicits money.

#### TERMS AND CONDITIONS

Limit all forms of fundraising, in keeping with the resolution that stipulates that the CSFY abandons all fundraising campaigns except those related to travel, prom and ticket sales, and shall instead use other funding sources that do not involve students acting as solicitors.

1. The specific maximum supplementary fees as indicated in the following table shall be added under the various optional fees (the *Act* stipulates that education is free; the fees must therefore be optional).

## 2. Procedure

- 2.1 Any teacher, group of teachers, student or group of students, must obtain approval from the Executive Director for any solicitation of students or their parents or community members, after having obtained prior authorization by their school principal.

An authorization form must be completed and duly signed by the applicant(s) or by their representative(s), as well as by the Executive Director at the time of the authorization. The form shall generally state, but is not limited to:

- The name of each applicant (voluntary solicitor);
- The reasons for the fundraising;
- The proposed means;
- The target audience (those to be solicited);
- The time(s) when the solicitation will take place; and
- The target funding goal.

The form must be submitted 10 business days before the proposed solicitation to the Executive Director, who will either sign off on its approval or sign off on its refusal.

## 3. Guidelines

- 3.1 Any campaign with a funding goal of \$100 or more is subject to this directive.
- 3.2 A maximum of two fundraising campaigns for humanitarian causes involving all students as solicitors is permitted per year (e.g. the Terry Fox Run).
- 3.3 A maximum of two fundraising campaigns which involve students acting as solicitors and other students being solicited as potential contributors is permitted per year (e.g. Canadian Cancer Society, Red Cross, United Way, Diabetes, any other recognized organization).
- 3.4 Profits generated by an elementary or secondary school show may be donated in whole or in part to a charity/humanitarian organization chosen by the students participating in that show (e.g. a play for the Canadian Cancer Society).
- 3.5 Students involved in a trip organized by the school (other than educational trips such as outdoor education) may sell goods where the profits fund in part their respective trips (e.g. a trip to France, a trip to Winnipeg).
- 3.6 The sale of goods (bread, chocolate, citrus fruits, etc.) is permitted to fund the prom.

- 3.7 Solicitation of elementary school students through the sale of goods is prohibited at all times.
- 3.8 No solicitation shall be made during “Open House” day or during exams days or report card days.
- 3.9 The school principal may solicit parents directly for:
- Meal tickets;
  - Yearbook sponsorship; and
  - Ticket sales for various shows (Christmas, end-of-year).

#### **4. Responsibilities**

- 4.1 The Executive Director is responsible for applying this directive.