Cree School Board
Commission scolaire crie

Policy on Fund-raising

Department responsible: Finance and Administrative Services
Effective date: June 2005 (*Resolution 2005-058)*
Amended on: December 8, 2017
Approved by*:* Resolution #EC 2017-526

References:	Council Policy Manual: EL-4 item #8, EL-5
Other Policies	▪ Field Trips and Excursions (EDU-04) ▪ Secondary V Orientation Trips (EDU-06) ▪ Code of Ethics / Employees (ADM-13)

The Cree School Board recognizes that generating additional revenue in support of programs can enhance educational services for students. Funds raised must be used to benefit students, enhance the quality and relevance of education for learning and contribute to the development of sense of responsibility. Any fundraising activity must be done in the best interest of the Board and its students.

1) General provisions

Purpose

1.1. This Policy is intended to establish rules pertaining to all fund-raising activities in schools and ensures appropriate management of the funds. This Policy also limits fund-raising activities from becoming too numerous and demanding on employees, students and the community.

Definitions

1.2. In this Policy, the following words or expressions mean:

a) **activity supervisor**: person(s) responsible for the coordination of a specific fund-raising activity;

b) **bank**: a recognized financial institution or another institution offering banking services such as the Coop and the Northern stores;

c) **CEA**: the Community Education Administrator of the concerned school;

d) **DDG (Operations)**: the Deputy Director General of Operations;

e) **fund-raising activity**: a local school activity that is a collaborative effort (where applicable) among parents, students, school personnel and the community to raise funds for educationally sound programs;

f) **local administrator**: the school Principal for the Youth Sector, the Centre Director of the Sabtuan Regional Vocational Training Centre or the Coordinator of Adult Education Services for any other adult education centre;

g) **school: establishment** or location where education is provided.

2) Eligible fund-raising activities

Eligible activities

2.1. All fund-raising activities must have a specifically identified purpose.

Eligible fund-raising activities include but are not limited to:

a) sales of goods or services;
b) book fairs;
c) bazaars, flea markets, yard sales, penny socials;
d) individual sponsorship sheets;
e) school concerts, dances and movies;
f) bake and food sales;
g) donations.

The proceeds must be used for educationally sound purposes aligned with the curricular objectives, such as a cultural trip, excursions, athletic events, graduations and/or recognition awards for students.

Submission of requests and deadline

2.2. All requests for fund-raising activities must be submitted in writing to the concerned local administrator for approval and should be given at least 2 weeks prior to the activity (See ***Annex A***). The request must include the following:

a) the purpose of the fund-raising activity (including competencies to be assessed, if applicable);
b) the description of the activity for which fund-raising is organized;
c) the date of the fund-raising activity;
d) the time period;
e) the list of students involved;
f) the activity supervisor(s);
g) a detailed budget for the activity;
h) the start up funds required;
i) the funding from other sources;
j) the activity report.

information

The school Principal must inform his CEA of all approved projects and the Director of Adult Education must be informed by his local administrator of any fund-raising activity related to the Adult Education sector.

Authorization / Local authority

2.3. In certain communities or locations, a written authorization from the local First Nation or local authority is necessary before conducting any kind of fund-raising. The activity supervisor shall ensure that such condition is fulfilled when required.

3) Accountability and Financial Reporting

Activity supervisor's role

3.1. The activity supervisor is responsible for:

a) ensuring that a record of expenditures and revenues for all fund-raising activities is maintained;
b) providing to the local administrator and CEA:
   - immediately after each activity: information on the amount raised

- upon completion of the activity: Activity and Financial reports
- upon request: any information regarding fund-raising.

(see ***Annex B*** – Fund-raising Activity Report.)

Bank account

3.2. For all fund-raising activities, funds must be deposited in the School[1] activity bank account. No separate accounts can be opened.

Article 10.01 of the CSB General by-law #1

Reports to Finance & DDG

3.3. The CEA will provide a report to Finance and the DDG (Operations) on all fund-raising activities at the latest:

- the First week of January for the first period of the year and
- on June 30th for the second period.

(see ***Annex C*** – Report to Finance and Deputy Director General (Operations)).

Audit

3.4. An annual audit shall be conducted for any fund-raising activities by the Board auditors. However, a special audit may at any time be requested by the Director of Finance.

Responsibility

3.5. All funds generated by fund-raising activities are under the responsibility of the Board and the accountability for the funds rests with the Board until the money is disbursed for the purpose it was fundraised.

Surplus or cancelation of an activity

3.6. If a project for which money was fundraised by different activities is cancelled or if there is a surplus, the money may be allocated only as follows:

a) to be used for another project for the students who fundraised it; or if this is not possible,

b) to be reallocated or carried over for other student activities after consultation with the concerned students or

c) may be donated to a charity or a non-profit organization after consultation with the concerned students.

If specific funds provided by Student Services are not used, they must be returned to the Services.

[1] Only one account will be open for all adult education centres.

4) Final Provisions

Insurance

4.1. Fundraising activities can be insured for certain incidents through the liability insurance of the Board insurance portfolio and be considered an extracurricular activity. To be covered, the school has to complete the *Form – Insurance* (***Annex D***) and make a request to Material Resources Services. Further information is available from Material Resources Service on the type of coverage, etc.

Parental consent authorizing their child to participate in fundraising activities shall be obtained (See ***Annex E***)

Mismanagement

4.2. Proper accounting procedures and internal controls must be followed to ensure the safekeeping of school funds and to protect principals, parents and other Board employees from charges of mismanagement. The Board will take appropriate measures with any type of mismanagement of funds.

5) Application of this Policy

Previous provisions

5.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners End/Policies where applicable.

Official version

5.2. The official version of this Policy is kept by the Secretary-General of the Board.

Responsibility

5.3. Any person referred to in this Policy must abide by all its provisions and all managers of the Board are responsible to ensure that all its provisions are applied and respected.

The Director of Finance and Administrative Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Annex A

Request – Sample

Fund-Raising Activity Request

Submitted to the Local Administrator[1]

Title of the activity: _____

Description of event/ activity: _____
(example : Friday car wash)

Date of event / activity _____
(example : November XXth, 2 pm to 7 pm.)

Reason for the fund-raising: _____
(example : Secondary 5 year-end trip to ground zero)

Competencies to be assessed: _____

Activity Supervisor(s)[2] _____

The monies fundraised are kept by _____ until their deposit
(example : CIBC account of Mister X)

BUDGET
Revenus: _____ Expenses: _____

Start up funds requested: _____

Comments: _____

_____

_____

_____

Describe the necessary follow-up, if any: _____

_____

_____

_____ _____
Signature of the Activity Supervisor: Date

1) The school Principal for the Youth Sector, the Centre Director of the Sabtuan Regional Vocational Training Centre or the Coordinator of Adult Education Services for any other adult education centre.
2) Person responsible for the coordination of a specific activity of fund-raising, as per the Policy FIN-04.

Reserved to the decision of the Local Administrator
Date of Receipt of this Request:
Approved ❑ Copy of this request must be sent to the concerned CEA Not Approved ❑
Comments:
Signature: _____ Date: _____

Annex B

FUND-RAISING ACTIVITY REPORT

(To be kept in a file by the Activity supervisor, with a copy sent to the local Administrator and CEA)

Title of the activity: _____

Description of event/activity: _____
(example : Friday car wash)

Date of event/activity: _____
(example : November XXth, 2 pm to 7 pm.)

Reason for the Fund-Raising: _____
(example : Secondary 5 year-end trip to ground zero)

The monies are kept by: _____
(example : Mister X in a CIBC account, or)
(Mister Y kept them under his pillow)

Revenues (monies fundraised) $ _____

Expenses (monies used to carry out the activity) $ _____

Funds available $ _____

Comments: _____

_____

_____

_____

_____

_____

Signature _____ Date _____
(Activity Supervisor)

Signature _____ Date _____
(Local Administrator)

Annex C

Report to Finance and Deputy Director General (Operations)
To be submitted in January and June

FUND-RAISING ACTIVITY REPORT

Title of the activity: _____

Description of event/activity: _____
(example : Friday car wash)

Date of event/activity: _____
(example : November XXth, 2 pm to 7 pm.)

Reason for the Fund-Raising: _____
(example : Secondary 5 year-end trip to ground zero)

Revenues			*Finance Only*
Fund-Raising Activity	Date	Monies fundraised	*Deposit number/back-up page#*
	Total		

Expenses	*Finance Only*

Student Activity	Date	Monies expended, supplier	*check number/back-up page#*
	Total		

Comments: _____

_____

_____

_____

_____

_____

Signature _____ Date _____

(Activity Supervisor)

Annex D

FORM / Insurance

ACTIVITÉS PARASCOLAIRES – FORMULAIRE/ *EXTRACURRICULAR ACTIVITIES - FORM*

Complétez et envoyez au Service des ressources matérielles à l'attention de :
Please complete and send to the Material Resources Services to the attention of:

FICHE D'ACTIVITÉS PARASCOLAIRES À L'EXTÉRIEUR DE VOTRE ÉCOLE QUI DOIVENT ÊTRE ASSURÉES

FORM FOR EXTRACURRICULAR ACTIVITIES TAKING PLACE OUTSIDE YOUR SCHOOL WHICH MUST BE INSURED

1) **Nom de l'activité** / ***Activity name*** : _____

École / ***School***:

Kindergarten ☐ **or** Elementary ☐ **or** Secondary ☐ **or** Professional Education Center ☐

James Bay Eeyou	☐	Voyageur Memorial	☐	Luke Mettaweskum Eeyou	☐
Maquata Eeyou	☐	Wabannutao Eeyou	☐	Jolina Gull Blacksmith Memorial	☐
Bedabin Eeyou	☐	Eastmain-Miywaabin	☐	Annie Whiskeychan Memorial	☐
Meeyowheenooquow	☐	Waapihtiiwewan	☐	Willie J. Happyjack Memorial	☐
Wiinibekuu Eeyou	☐	Autre/*Other*: _____			

dans la communauté de / *in the community of :* _____

2) **Responsable de l'activité** / ***Person in charge of the activity*** : _____

3) a) **Description de l'activité** / ***Activity description*** :

_____

_____

_____

b) **Objectif du voyage** / ***Purpose of trip :***

_____

_____

_____

4) **Durée de l'activité** / ***Duration of activity*****: du/*from*:** _____ **au/*to* :** _____

5) Cette activité est-elle en collaboration avec une autre organisation? / *Is this activity in collaboration with another organization?*

Oui/*Yes* ☐ Non/*No* ☐

Si oui, quel est le nom de l'organisation? / *If yes, what is the organization's name?*

_____

_____

_____

6) À quel endroit se tiendra l'activité? / *Where will the activity take place?* _____

a) Cet endroit est la propriété de / *Who is the owner of the property?* _____

b) Y a-t-il une entente d'utilisation ou de location avec le propriétaire? / *Is there an agreement for the use or rental of the location?*

Oui/*Yes* ☐ Non/*No* ☐

Si oui, joindre une copie de l'entente / *If yes, please attach a copy.*

c) Y a-t-il d'autres biens (ex. : outils, équipements, véhicules, autobus, etc.) que vous utilisez et qui appartiennent à une tierce partie? / *Are there any other types of equipment (ex.: tools, equipment, vehicles, buses, etc.) which you use and which belong to the third party?*

Oui/*Yes* ☐ Non/*No* ☐

Si oui, joindre une liste des biens, leur valeur et le nom du propriétaire / *If yes, please attach a list of this equipment with the estimated value and the name of the owner.*

d) Le transport des étudiants est-il fait par un transporteur indépendant de l'école? / *Are the students transported by a transport company totally independent from the school?*

Oui/*Yes* ☐ Non/*No* ☐

Si oui, joindre une copie du permis d'opération du transporteur et une preuve d'assurance responsabilité de transporteur. / *If yes, please attach a copy of the operating permit of the transport company along with a proof of its liability insurance.*

7) La Commission Scolaire Crie a-t-elle loué des endroits pour loger les étudiants et les professeurs de la présente activité? / *Will the students and teachers need lodging for the activity?*

Oui/*Yes* ☐ Non/*No* ☐

Si oui, joindre une liste des endroits loués / *If yes, please attach a list of these rented locations.*

8) **Joindre la liste des étudiants, des professeurs et des accompagnateurs impliqués dans cette activité en y indiquant l'âge des étudiants** / ***Please attach a list of students, teachers and surpervisors involved in the activity indicating the students' age.***

9) **L'école exige-t-elle une autorisation écrite des parents?** / ***Does the school request parents' authorization?***

Oui/*Yes* ☐ Non/*No* ☐

10) **L'école a-t-elle obtenu une fiche médicale, complétée par les parents, donnant tous les renseignements sur l'état de santé des participants, des problèmes particuliers et des allergies?** / ***Does the school have a medical record, completed by the parents, giving all information on the participants' health, including particular problems and allergies?***

Oui/*Yes* ☐ Non/*No* ☐

11) **Est-ce que tout le nécessaire a été fait afin que tous les élèves soient obligatoirement munis d'une assurance accident-maladie privée prévoyant les coûts de rapatriement au Canada si nécessaire?** / ***Have all arrangements been made so that every student has compulsory private health accident insurance foreseeing the cost of his or her repatriation to Canada, if necessary?***

Oui/*Yes* ☐ Non/*No* ☐

ANNEX E

FUNDRAISER PARENT NOTICE / PERMISSION FORM

Dear Parent/Guardian:

Considering that your child will participate in the following project or activity:

_____

this letter is to inform you that fundraising activities will be held in order raise additional funds to support this project or activity.

By signing this form as indicated below, you are giving your child permission to participate.

Date of Fundraising: Starting Date: _____ Ending Date: _____

Fundraising Activity Supervisor's Name: _____

My child, _____ has my permission to participate in the fundraising activities of the School.

_____
Student Name-Please Print

_____ _____
Parent/Guardian Signature Date