

ETHICAL FUNDRAISING AND CHARITABLE ACTIVITIES IN SCHOOLS

Background

The purpose of this procedure is to guide schools and groups associated with schools that engage in fundraising and charitable activities to ensure both the ethical generation and administration of funds as well as the ethical nature of any associated activities.

The value of schools carrying out extra-curricular activities and projects which often require additional financial support and the educational value of student involvement in fundraising activities in support of worthwhile charities is recognized. Individual schools are permitted to supplement available funds for non-curricular areas through fundraising activities.

Student involvement will be voluntary and will not place the student in any unsafe situations nor create financial hardship for the student's family.

Fundraising activities shall not detract from the curricular program.

Definitions

Charitable Campaign: is an activity with the objective of raising money/material(s)/food and awareness on behalf of a charitable organization (e.g. Holy Childhood Association, Canadian Catholic Organization for Development and Peace, Canadian Cancer Society, Easter Seal Campaign) and/or in response to an immediate local, national or international need (e.g. natural disaster, famine).

School Campaign: is an activity with the objective to raise money for school activities or resources (e.g. field trips, graduation, sports equipment, etc.)

Profit-sharing: Outside organizations may sell merchandise or services to the students and schools shall receive a percentage of the profits from activities. Some examples are photos, magazine subscriptions, or skate-a-thons.

Raffle tickets: Shall receive prior approval from the Alberta Gaming Commission

Sale of merchandise or services outside the school by students (examples are confectionary/ produce/consumable products, small items or car washes).

Sale of merchandise inside the school by students to staff and other students.

Procedures

1. School administrators will ensure that students, parents, staff and school communities engaged in fundraising and charitable activities identify and understand ethical issues related to such activities and the use of any resources generated through such actions and made available to organizations, groups or individuals.
2. Principals will collaborate with students, staff, parents and the school community to identify and communicate criteria to determine the types of fundraising and charitable activities that are permissible. The criteria must reflect the mission and vision of the Division and the school, the social teachings of the Catholic Church and be in keeping with the pillars of Discipleship, Stewardship and Scholarship **as outlined in the Board Strategic Plan.**
3. Each school will develop an Annual School Plan for Fundraising and Charitable Activities that balances such activities and timelines to address internal and external needs.

Consideration must be given to:

- the number and frequency of fundraisers and charitable activities;
 - the age of the children who are involved;
 - the health, safety and well-being of the students (e.g. supervision of door to door canvassing, products that may impact anaphylactic students);
 - the economic condition of the community.
4. Where sale of goods is involved, the school community will ensure that the products:
 - are manufactured in a manner consistent with the spirit of the Fair Labour Practices Policy;
 - support efforts to encourage students to engage in healthy eating and lifestyle habits;
 - have a positive impact on the image of the school and the Division.
 5. Where funds are raised or actions are taken on behalf of organizations, groups, or individuals, schools must be diligent in ensuring that the activities of the organization are consistent with the teachings of the Church and with Catholic moral principles. Areas of particular concern include embryonic stem cell research, cloning and some forms of gene manipulation, the dignity of all persons, the common good, human rights and responsibilities, social justice, stewardship for creation.
 6. At least one fundraiser campaign must be for charitable purposes.
 7. Principals will share the Annual School Plan for Fundraising and Charitable Activities with the School Council, Student Council in secondary schools and the

Superintendent prior to the end of October and the final version by June 15th each year.

It is understood that spontaneous, unplanned fundraising or charitable projects may occur at given times during the school year (e.g. disaster relief, specific grade/divisional projects).

8. The purpose of the fundraising activities and the intended use(s) shall be made known to students and parents and the organizers of the fund-raising activity shall not depart from that purpose.
9. The Principal is responsible for approving and monitoring student fundraising activities that are safe and educational for students and in accordance with the Division's Catholic philosophy.
10. The Principal shall consult the School Council regarding fundraising activities that would be acceptable to the community.
11. The Principal is responsible for:
 - 11.1. All school initiated fundraising activities; and
 - 11.2. Official school participation in the fundraising activities of a charitable organized or registered society.
12. The Principal shall submit to the Superintendent as complete a list as possible of all proposed fundraising activities planned and their intended use for the school year.
13. The funds raised shall be accounted for, recorded properly, and subject to audit.

References: *Education Act*, SA 2012, c E-0.3, ss. 33, 52, 53, 55, 68, 197, 222, 256
Charitable Fund-Raising Act
Gaming and Liquor Act
Income Tax Act
Public Contributions Act
Alberta School Council Resource Manual