## Prairie Rose School Division Developing lifelong learners for responsible global citizenship

AP #607 - Fundraising
Finance
Procedure Manual

Policy Ref: 10, 12, 19

The PRSD approves of school fund raising activities, provided such events support useful educational needs and are undertaken with due consideration to the value of the activity for students and its effect on the school and the school community.

All funds raised using the school name must follow these guidelines.

a) The intent of a fundraising activity by any school related group such as the Student Council, Yearbook Committee, or Graduation Committee (but not Advisory Councils for School Leadership) must be submitted to the School Principal and his/her consent must be received prior to making any commitment to the fundraising activity in question. The Principal's decision in the matter is final.

Principals will be sensitive to:

- the frequency of fundraising events;
- the time of the year;
- other fundraising activities in the community;
- the necessity of the fundraising event;
- the possibility of alternative means of fundraising;
- the opportunity for educational value.
- b) The rules for the conduct of students participating in door-to-door solicitation or sales must be reviewed with all students by the activity organizers prior to the start of such projects.
- c) When selecting fund raising activities, schools should attempt to avoid competition with local merchants and, when feasible, should patronize local merchants when obtaining merchandise for resale.
- d) The school shall not be responsible for the collection of membership fees for recognized non-school organizations, i.e. minor hockey, Cubs, Beavers, Guides, etc.
- e) All raffle tickets, "Thon" tickets etc., sold in a school and not originating in a school, must have the approval of the Superintendent/CEO.
- f) Incentives, if utilized, shall be minor in nature and emphasize group recognition.
- g) The Principal shall ensure that the proper lotteries license is obtained from the local town or municipality for the selling of tickets.

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