



## SD #10 (Arrow Lakes) District Protocol

### Fundraising

#### Overview:

School activities and field trips can require fundraising efforts by students, parents and staff. Of key importance, is the understanding by all involved that fundraising for a school event or activity indicates that oversight of the fundraising plans, supervision, and monies collected all need to be managed.

#### Approval for Fundraising

1. The school's principal approves and supervises fundraising on behalf of their school.
2. Supervision of students, parents and community members engaged in fundraising for the school may be delegated by the principal to the staff or key parents involved directly in the class or activity but ultimately, the principal is responsible for these activities on behalf of the school.
3. The principal is responsible for ensuring that all appropriate licences and permits are obtained. For example, raffle ticket licences need principal approval.

#### Insurance Coverage

4. All staff, parents and students are covered for liability by the School Protection Program should an accident or injury occur while fundraising on behalf of the school.

#### Funds Collected

5. All monies raised through fundraising must be counted, carefully tabulated using a school cash sheet, signed and then given to the school secretary or the principal or vice-principal as soon as possible after a fundraiser.
6. Funds raised for the school are to be deposited in the school's trust accounts for the purpose identified by the fundraiser – eg funds raised by selling yearbooks are to be deposited in the Yearbook Trust account, etc.
7. All trust fund procedures identified in the district Trust Account Protocol are to be followed.

#### Acknowledgement and Thanks

8. Schools should appropriately thank their community, business or corporate sponsors and volunteers for their support of school activities.
9. Ads in the local media, on the school website or Facebook page or cards of thanks are always appreciated.
10. Note that as local businesses support our schools, our schools should also support our local businesses for their purchases where possible.