

## Background

As a non-profit organization, fundraising is necessary for the continued operations of the school. We recognize that the school offers programs and events that are not compulsory but can enhance the educational experience for students. Some of these programs are expensive. To make these events accessible to all students, the opportunity for fundraising for these events needs to be available.

Prior to 2005 the schools raised money for typical school events such as field trips and other classroom enhancements. This money was raised through things like mandatory chocolate sales. As this form of fundraising was deemed to be inappropriate the board decided that parents would need to pay for these things through what became known as "grade level fees". As these fees could get expensive parents would have the opportunity to raise these funds through a voluntary participation in the new "shop and save" program.

The following are guidelines suggested by ESCE for consideration by the Principals:

1. The principal is responsible for:
  - a. Approving all events, activities and programs that require fundraisers.
  - b. Approving any school, staff, and/or student involvement in fund-raising activities conducted by the school.
  - c. Consulting with any individual or group raising funds for the school, regarding the proposed use of the funds, publicity methods to be used and the timeliness of the activity or appeal.
  - d. Presenting their proposed fundraisers to the Administration Committee and securing their approval.
  - e. Ensuring that a letter goes out to the parents that explain what the fundraiser is for.
2. A 'Shop and Support' program will be used by ESCE as a way to help parents raise money for grade level fees, fees that in the past were ordinarily charged and/or raised through smaller fundraisers.
3. All fundraisers shall be organized by parents unless the principal specifically authorizes staff or student involvement.
4. Fundraisers that build community, e.g. spaghetti dinners or park cleanups, will be encouraged.
5. The use of students as door to door salespeople will be strongly discouraged.
6. Fundraisers that sell third party products will be discouraged. These fundraisers will only be considered if it is impossible to raise the funds through some kind of community building event or through the 'Shop and Support' program.
7. Fundraisers that include the use of selling a product, e.g. Mom's Pantry or VIP foods, will remain optional.
8. Students can be requested to attend fundraisers that are intentionally used as a community builder, e.g. spaghetti dinners.
9. For events that raise money for outside organizations (e.g. Mustard Seed, Amnesty International, food bank etc.), fundraisers are allowed provided they meet the above mentioned criteria. For these events, fundraisers that ask for individual donations in the form of sponsorships are

allowed. Sponsorship cheques must be made payable directly to the outside organization and cannot be passed through the ESCE office.

10. Corporate donations to events such as the band trip, volleyball tournaments etc., may not be passed through the ESCE office unless they are approved by the Finance Committee.
11. Requests for corporate donations must be made in consultation with the Executive Director.
12. A school parent or community group raising funds to donate to the school shall retain all responsibility for financial accounting and reporting, and any attendant liability for its activities until the funds are accepted by the school.
13. School parent or community groups shall consult with the principal as to the need for funds, publicity methods to be used and the timeliness of the activity.