

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>POLICY</u>	
POLICY NUMBER:	P-7003
SUBJECT:	Fundraising and Donations
REFERENCE:	GAP6003 Fundraising and Donations GAP4012 School Food and Beverage GAP7003 Accounting – The Administration of School Generated Funds P-0004 Code of Ethics – All Staff P-7000 Supply Chain Management
EFFECTIVE DATE:	October 18, 1994;
AMENDED DATE:	Revised (074) January 25, 2011; August 28, 2012; April 20, 2021; October 24, 2023

“In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, ‘It is more blessed to give than to receive.’”
Acts 20:35

FUNDRAISING

1. Supporting charity and social justice is a constitutive element of the Dufferin-Peel Catholic District School Board (DPCDSB). The DPCDSB may allow fundraising initiatives for charitable and social justice purposes as well as supporting local school needs. Charitable fundraising initiatives are activities to raise money or collect goods for local or global needs as identified by DPCDSB and/or the school.
2. All fundraising initiatives must adhere to the moral teachings of the Catholic Church as communicated through the local Ordinary (Archbishop of Toronto).
3. Fundraising is informed and guided by the foundational principles found within the DPCDSB mission and vision and Multi-Year Strategic Plan (MYSP) and must comply with municipal, provincial and federal legislation as well as *The Ministry of Education Fundraising Guidelines*. The Family of Schools Superintendent should be apprised of all fundraising activities at schools on an annual basis.

DONATIONS

4. As a registered charitable organization, the DPCDSB accepts donations from individuals and other organizations which are used to support student achievement and well-being and for educational purposes. The DPCDSB may issue official donation receipts for income tax purposes for gifts and donations made to the DPCDSB or to individual schools in accordance with Canada Revenue Agency (CRA) rules and regulations.

DONATIONS/CONTRIBUTIONS FROM DPCDSB

5. In accordance with the legislative intent of the *Education Act*, charitable donations and/or contributions to other organizations, community groups and individuals using DPCDSB funds generated from grants from government bodies and the local tax base are prohibited.

6. All donations and/or contributions to other organizations, community groups and individuals may only be made using funds from fundraising initiatives which are accounted for through School Generated Funds (SGF). Board allocated funds to school budgets cannot be used for this purpose.
7. All planned fundraising and/or donations must be included in the *Annual Plan for Use of School Generated Funds*.

DEFINITIONS

- a) **"Fundraising Activities"** are those activities for raising funds or other resources for school or charitable purposes which are devised and organized by the school community.
 - b) **"School Generated Funds (SGF)"** are funds that are raised and collected in the school or broader community in the name of the school. These funds are administered by the school principal and are raised or collected from sources other than the DPCDSB's operating and capital budgets. SGF is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs, including payments to charities or other third parties.
 - c) **"School Community"** refers to students, parents/guardians, trustees, school administrators, staff, members of the broader community and partners, as well as others who support the local school and student achievement and well-being, as represented by the Catholic School Council (CSC).
8. All fundraising activities shall have a designated purpose and timeline. The use of the proceeds of the fundraiser must be disclosed on all materials promoting the event.
 9. Fundraising activities, to support school-related needs, shall be permitted according to this policy and regulated as per General Administrative Procedure (GAP) 538.00 and 704.02.
 10. Fundraising proceeds shall not be used to replace public funding for education and shall not be used for items funded through provincial grants including, but not limited to, classroom learning materials, textbooks, and repairs or capital projects that increase the student capacity of a school (e.g., classrooms, labs) or significantly increase the operating or capital costs of the DPCDSB or school.
 11. The following items must be adhered to when undertaking any fundraising activity:
 - 11.1. All fundraising activities must be complementary to, and not a replacement for, funding for public education, and all capital projects must receive prior approval as prescribed by GAP 538.00.
 - 11.2. There must be no additional cost to the DPCDSB as a result of any fundraising activities.
 - 11.3. A reasonable balance should exist between fundraising efforts which benefit the school community and those which constitute charitable or social justice outreach.
 - 11.4. All school fundraising activities shall be carried out under the jurisdiction and supervision of the principal and in consultation with the school community as represented by the CSC.

- 11.5. The safety of students and staff shall receive prime consideration during all fundraising initiatives.
- 11.6. Participation in fundraising activities shall be voluntary for staff and students. All students under the age of 18 shall participate in fundraising activities only with the consent of their parent/guardian.
- 11.7. Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*, no personal information of staff, students or other individuals shall be collected, used or disclosed for the purposes of fundraising activities, without express consent.
- 11.8. It is preferred that all collections for fundraising and donations should be online using the school- based financial system.