



POLICY:  
SUBJECT:  
APPROVAL DATE:  
REVISION DATE:  
  
PAGE:

IGDF  
FUNDRAISING IN SCHOOLS  
February 26, 1985  
September 11, 2017, January  
15, 2018, December 16, 2024  
1 of 3

---

## 1. GENERAL

- 1.1 The WSD strives to provide robust and comprehensive education, equitable access, diverse opportunity, and a supportive learning environment for all students to help them prepare for their journey with values of learning and social justice, and to be responsible community members.
- 1.2 WSD recognizes that some activities may fall out of the purview of funding for public education. Therefore, students and parent councils as such may consider fundraising activities.
- 1.3 Schools, families and learners are asked to think deeply about the implications, barriers and purpose for any fundraising project, and to ensure that the focus is not on the day-to-day classroom resources.
- 1.4 WSD retains responsibility to determine and approve all fundraising activities involving students' participation that occurs during and after school hours.
- 1.5 Consideration shall be given for families who choose or cannot participate in fundraising projects. All funding should be barrier free and inclusive.
- 1.6 The purpose of each fundraising project shall be outlined for families and members of the community.
- 1.7 Fundraising may be used to reduce student costs for camps or uniforms and special projects that are not ordinarily available through School Board expenditures.

## 2. GUIDELINES

- 2.1 Fundraising will include consultation with parent and student councils and staff where applicable. Families shall be advised of and have the opportunity to be involved in the organization and operation of major fundraising projects.
- 2.2 Students shall not participate in door-to-door fundraising activities.
- 2.3 Students will not be exploited.
- 2.4 That all fundraising projects and amounts raised be published on a yearly basis on each school's website.
- 2.5 In accordance with the Division Policy IGAEA – Nutrition, all groups (e.g. patrols, band, sports teams and student and parent councils) will be encouraged to raise funds by selling non-food items or healthy food and beverage choices if they choose this option for fundraising.
- 2.6 The dignity of every student and family and their ability to participate should be honoured in the collection process, therefore, incentive prizes shall not form part of the fundraising activity.
- 2.7 Materials obtained or purchased from the revenues of parent council-initiated fundraising activities shall become the property of the school and Division. All purchases shall be made in accordance with Policy DJF – Purchasing Procedures.
- 2.10 Fundraising activities in support of non-registered organizations require the Secretary-Treasurer's approval.



POLICY:  
SUBJECT:  
APPROVAL DATE:  
REVISION DATE:

IGDF  
FUNDRAISING IN SCHOOLS  
February 26, 1985  
September 11, 2017, January  
15, 2018, December 16, 2024  
2 of 3

PAGE:

---

### 3. SCHOOL INITIATED FUNDRAISER

- 3.1 In accordance with section 56(4) of the Public Schools Act the principal of each school may raise, hold, administer and expend monies to be known as "school funds" for the purposes of the school.
- 3.2 The purpose of a School Fund shall be used to support the equal participation of students through the enrichment of the athletic, social, or educational programs of the schools by providing activities and materials that are not ordinarily available through School Board expenditures.
- 3.3 Schools are prohibited from conducting raffles and other games of chance. Only parent councils can operate such activities and the proceeds obtained from these activities cannot be deposited into the school's bank account.
- 3.4 In accordance with Division Policy KI – Fundraising for Charitable Organizations, Division staff may participate in charitable fundraising activities during the workday provided that it does not interfere with the regular operation of the workplace.
- 3.5 Participation in any charitable fundraising activities by staff or students shall be entirely voluntary.
- 3.6 Proposals for solicitation of donations from staff members should be educational based and shall be reviewed and approved by the principal/department supervisor.
- 3.7 The principal/department supervisor shall ensure that accounting procedures and records clearly indicate revenue and expenditures for each charitable collection of funds.
- 3.8 School budget allocations cannot be used for donations to community or charitable organizations.

### 4. STUDENT COUNCIL

- 4.1 In accordance with Division Policy KI - Fundraising for Charitable Organizations, student councils may participate in charitable fundraising activities provided that there is an educational component to the activity and such activities do not interfere with the instructional day.
- 4.2 All charitable fundraising activities by the student council must be reviewed and approved by the principal.
- 4.3 Charitable fundraising activities should take place before school, at noon hour or after school unless prior permission has been received from the principal.
- 4.4 Donations may be made by student councils to registered charitable organizations.
- 4.5 In accordance with Policy IGDG – Student Activities Funds Management, the administration of a system of accounting for all monies from student activities, from cafeterias, from entertainments, from gifts, or from other funds belonging to the school or the student body or any student group within the school shall be the responsibility of the principal.

### 5. PARENT COUNCIL INITIATED FUNDRAISER

- 5.1 Parent Councils may initiate and coordinate fundraising projects in consultation and with the approval of the principal where staff and students are involved and shall provide an accounting of spending from the fundraising projects to the principal.



POLICY:  
SUBJECT:  
APPROVAL DATE:  
REVISION DATE:

IGDF  
FUNDRAISING IN SCHOOLS  
February 26, 1985  
September 11, 2017, January  
15, 2018, December 16, 2024  
3 of 3

PAGE:

---

5.2 Parent councils must contact the Liquor and Gaming Authority of Manitoba to obtain permits for Raffles, 50/50 Draws, etc. which are not covered under the Charities Permit/License.

6. PRINCIPAL RESPONSIBILITY

6.1 In accordance with the Public Schools Act, the principal shall hold, administer and expend School Fund monies for the purposes of the school.

6.2 In accordance with Policy IGDF – Student Activities Funds Management, the administration of a system of accounting for all monies from student activities, from cafeterias, from entertainments, from gifts, or from other funds belonging to the school or the student body or any student group within the school shall be the responsibility of the principal.

6.3 The principal shall make provisions for the safe-keeping of all monies belonging to the school or school division.

6.4 The purpose and the method the funds may be raised will be approved at the discretion of the principal and subject to the approval of the Assistant Superintendent. Student participation must be based on the age and experience of the students and be part of the educational program of the school. The following principles shall govern in this respect:

- a) No pressure on any student to contribute to the fund or its enterprises;
- b) Families and members of the community may be encouraged to participate in fundraising activities;
- c) No raffles or games of chance may be included in the school's fundraising activities;
- d) Fundraising activities of the school should be focused on programming and experiences not funded through provincial or divisional funding.
- e) Before any (major) item of equipment or furniture is purchased by any school out of school funds, or accepted by any school as a gift or loan, details should be provided to the Assistant Superintendent for approval. The Secretary-Treasurer will review with the Board before approving the requisition.

6.5 In accordance with Division Policy IGDF-R, the general fund of the school shall be called the School Fund and shall be administered by a Committee appointed by the principal, such Committee may include both members of the staff and students of the school.

6.6 Principals must approve all fundraising activities and coordinate an annual plan of all fundraising activities in their school including but not limited to those planned by parent and student councils.

6.7 The Principal will advise the Assistant Superintendent and Building Department of any proposed building project prior to proceeding with raising the funds or implementing the work.

6.8 The Principal will ensure the maintenance of proper accounting procedures and record keeping for all school fundraising activities. At the conclusion of all fundraising activities, but no later than June 30th of each school year, a fundraising report must be submitted to the Secretary-Treasurer.

6.9 The Principal will notify the Building Department and provide details on the major building or grounds projects prior to fundraising.

6.10 The Principal shall inform families and provide the opportunity to be involved in the organization and operation of major fundraising projects initiated by the school.