POLICY STATEMENT 151

SUBJECT:	**FUNDRAISING**		
AUTHORITY:	NB Regulation 97-150, Section 10, Dept. of Education Policy 132, Dept. of Education Policy 133 (O/S), Dept. of Education Policy 708, Dept. of Education Policy 315.	EFFECTIVE:	September 1, 2004
RESPONSIBILITY:	Principal	REVISED:	
REFERENCE:	Principles of Safeguarding School and Public Funds	PAGE:	1 of 2

Statement:

The Superintendency recognizes that additional funding may be required to support co-and extra-curricular programs and to enhance school operations. However, Principals should be sensitive to the demands of fundraising activities within their school community.

151.1 All fund raising will be carried out under the jurisdiction and supervision of the Principal.

151.2 No significant amount of instructional nor learning time shall be lost due to the organization and administration of fundraising.

151.3 The Principal shall inform families in advance of each fundraising event.

151.4 Student participation in fundraising is voluntary. The Principal or designate shall notify parents that if they do not wish their child to participate they may inform their child's teacher or the school.

151.5 During fundraising or canvassing, the Principal shall ensure that:

a) safety of children receives primary consideration
b) there will be no door-to-door fundraising for grade K-5 students

151.6 Student participation in fundraising campaigns sponsored by charitable organizations or Home and School Associations is voluntary. Door-to-door canvassing/sales organized within the school on behalf of these organizations is subject to the conditions of this policy.

151.7 The Principal shall retain a record of fundraising activities including purpose of fundraising, activities, grades involved, and amount collected. A Fundraising Report Form *(Appendix B)* shall be completed at the end of the school year and a copy shall be retained at the school for seven (7) years.

151.8 The Principal shall ensure that all accounting of funds is in accordance with Principles for Safeguarding School and Public Funds and is done with District 2 approved accounting software. (*Appendix A*)

151.9 By October 31st of each year, the Principal shall submit to the Budget and Accounting Manager the required yearend procedure forms. An information package outlining reporting requirements is submitted annually to schools in September.

151.10 The safekeeping of funds collected or held within the school and the disbursement of the funds will be the responsibility of the Principal.

151.11 The School District will not be responsible for collected funds, personal property or articles lost or stolen on its property.

151.12 All school Financial records are subject to informal reviews and formal audits.