

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
STUDENT FUNDRAISING ACTIVITY: SCHOOL-INITIATED	JJE-1

I. POLICY

The Louis Riel School Division recognizes that fundraising activity may enhance the educational experiences of students by providing resources not available through existing school or divisional budgets, or by supplementing those budgets.

The Division also believes that fundraising activity can promote respectful partnerships between the home, the school and the community if such activity occurs with appropriate consideration for:

- student safety and respect for all participants in the activity
- the responsibilities of the public education system
- ethical and responsible practices
- the circumstances of individual school communities, students and their families
- clear statements to a school community about the fundraising activity's purpose

II. GUIDELINES

- The school Principal has the definitive responsibility for all fundraising activity initiated by school personnel, including charitable, program-based and classroom-based activity.
- The Principal of a school may initiate school-wide fundraising activity during a school year to enhance school-based activities and programs. This policy defines "school-wide fundraising activity" as any activity that invites the participation of all a school's students to assist the fundraising process.
- The frequency of school-wide fundraising activity shall occur with appropriate consideration for the circumstances of individual school communities' students and their families, following collaborative discussion between the school Principal and the parent organization that represents the interests of all parents in a given school.
- All school-initiated fundraising activity in which the entire student body of a school may participate shall respect students' rights to exemption from such activity.

Adopted:	February 20, 2007	Legal References:
Revised:	February 5, 2019; September 6, 2022	Liquor, Gaming & Cannabis Authority of Manitoba

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- E. Elementary school students shall not participate in fundraising that requires door-to-door activity.
- F. The use of instructional time for fundraising activity should be minimized.
- G. Fundraising activity and/or the products sold during such activity shall respect the stipulations of the **PROCEDURES** outlined below.
- H. Fundraising activity should avoid conflicts-of-interest for any member of the school community.

III. PROCEDURES

- A. The nature of school-initiated fundraising activity and/or products shall respect the following stipulations:
 - The fundraising activity and/or any products sold shall respect the dignity of all participants and provide appropriate value to community members who support the activity.
 - Sale of any product prohibited on school or divisional property, including but not limited to cannabis, alcohol or tobacco products, is prohibited.
 - The sale of food products shall comply with any existing school/divisional nutrition policies.
 - In respect for students' differing abilities to participate, incentive prizes shall not form part of fundraising activity; however, participation draws may occur.
 - If doing a raffle, it must comply with all [provincial licencing requirements](#).
- B. The school Principal shall provide to all members of the school's parent organization information about any school-wide fundraising activity at least two weeks in advance of the commencement date of the activity, and include:
 - the educational value of the activity and the purpose(s) for which the funds are being generated; and
 - the nature of the fundraising activity to occur.
- C. School personnel who wish to initiate any classroom-based, program-based or charitable fundraising activity shall obtain the approval of the school Principal for such activity and comply with all aspects of this policy.
- D. A school's Principal and/or staff shall comply with any necessary municipal, [provincial](#) or national licensing requirements as they relate to the specific fundraising activity.
- E. Following endorsement by a school's parent organization, a school-initiated school-wide fundraising activity may consist of a uniform per-family fundraising assessment.

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- F. Families may exclude themselves from a per-family fundraising assessment by indicating a decision to do so to the school Principal, who shall hold confidential the names of families who exercise this option; however, the Principal may provide statistical data about participation to the school's staff and parent organization.
- G. [Policy DIE-1 – School Funds: Audit & Financial Monitoring Procedures](#) shall govern all accounting procedures for the management of revenue from school-wide fundraising activity.
- H. School administrators and/or staff members who involve students in charitable fundraising activity shall adhere to [Policy JJE-3 – Student Fundraising Activity: Charitable Initiatives](#).
- I. Materials purchased from the revenues of school-initiated fundraising activity shall become the property of the school and division; their purchase shall respect [Policy DJB – Purchasing Procedures](#).
- J. When parent organizations offer to participate in or support fundraising activity initiated by a school's Principal and/or staff, the school Principal has the definitive authority and responsibility for all aspects of the activity.
- K. [Policy JJE-2 – Student Fundraising Activity: Parent-Initiated](#) guides parent organizations or parent groups who initiate fundraising activity that involves students.
- L. Within one month of the conclusion of a school-wide fundraising activity, the school's Principal shall provide the school's parent organization with a summary of revenues realized and a final plan for the use of the revenues.

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