

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
STUDENT FUNDRAISING ACTIVITY: PARENT-INITIATED	JJE-2

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

A. For the purposes of this policy, “parent organizations” shall be defined to include:

- the body that functions to represent the interests of all parents in a given school; and
- any group of parents within a given school that convenes to support a specific project or program to benefit students in that school.

B. Collaboration with the school Principal is an essential element of all fundraising activity initiated by parent organizations to ensure that fundraising activity benefits the school's students to the greatest possible extent.

C. The parent body that represents the interests of all parents in a school may initiate school-wide fundraising activity during a school year to enhance school-based activities and programs, as separate and distinct from a school-initiated school-wide activity. This policy defines “school-wide fundraising activity” as any activity that invites the participation of all of a school's students to assist the fundraising process.

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

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- D. The frequency of parent-initiated 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.
- E. All parent-initiated fundraising activity in which the entire student body of a school receives invitation to participate shall respect students' rights to exemption from such activity.
- F. Students shall not participate in fundraising that requires door-to-door activity.
- G. The use of instructional time for fundraising activity should be minimized.
- H. Fundraising activity and/or the products sold during such activity shall respect the stipulations of the **PROCEDURES** below and strive to avoid conflicts-of-interest for any member of the school community.

III. PROCEDURES

- A. The nature of parent-initiated fundraising activity and/or products that involve the participation of a school's students 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 for use on school or divisional property, including but not limited to alcohol, cannabis or tobacco products, is prohibited.
 - The sale of food products shall comply with 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. A parent organization that initiates a fundraising activity shall provide to all of a school's parents/guardians information about the fundraising activity at least two weeks in advance of the commencement date of the activity, and include:
 - the purpose and the educational value of the activity; and
 - the nature of the fundraising activity.

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- C. A school's parent organization is expected to attend to any necessary municipal, [provincial](#) or national licensing requirements related to a fundraising activity.
- D. Following collaboration with the school Principal, and consultation with the school community, a parent-initiated school-wide fundraising activity may consist of a uniform per-family fundraising assessment.
- E. Families may exclude themselves from a parent-initiated per-family fundraising assessment by indicating a decision to do so to the school Principal, who shall hold as confidential the names of families who exercise this option; however, the Principal shall provide statistical data about participation to the parent organization.
- F. [Policy DIE-2 – Parent Funds: Audit & Financial Monitoring Procedures](#) shall govern all accounting procedures for the management of revenue from parent-initiated school-wide fundraising activity.
- G. Following collaboration with the school Principal, parent organizations who involve students in charitable fundraising activity shall adhere to [Policy JJE-3 – Fundraising Activity in Schools: Charitable Initiatives](#).
- H. Materials obtained as incentives for, or purchased from the revenues of, parent-initiated fundraising activity shall become the property of the school and Division; their purchase shall respect [Policy DJB – Purchasing Procedures](#).
- I. When parent organizations offer to initiate a fundraising activity or support one initiated by a school's Principal and/or staff, the school Principal has the definitive authority for all aspects of the activity.
- J. Within one month of the conclusion of a parent-initiated school-wide fundraising activity, the parent organization is expected to provide the school Principal, and all members of the parent organization, with a summary of revenues and a final plan for the use of the revenues, including any proposals to reserve funds for future projects.

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