

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>STUDENT FUNDRAISING ACTIVITY: FUNDRAISING FOR SCHOOL TRIPS</b>	<b>JJE-4</b>

### 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

In order to ensure transparency to the school community and to promote ethical and responsible practices, all fundraising activities and related planning for school trips must ensure that the following guideline statements are respected:

- The purpose of fundraising for a school trip is intended to cover the predetermined cost of the trip only. This includes travel costs, such as bus, airfare, ground transportation at destination, tour costs, meals, lodging, tips and gratuities.
- Revenues raised in any fundraising endeavour become the property of the school or division, and not any particular student, teacher or parent.
- Excess fundraising amounts may be used to benefit students at the discretion of the school principal.
- Teachers and parents must avoid conflicts of interest and must not be perceived to receive any personal benefit from the organization of a school trip or fundraising effort.
- All students may participate in a fundraising activity for a school trip; however, they are not obligated to do so, and may choose to personally fund the cost of the trip.

<b>Adopted:</b>	February 5, 2019	<b>Legal References:</b>
<b>Revised:</b>	June 16, 2020; September 6, 2022	<a href="#">Liquor, Gaming &amp; Cannabis Authority of Manitoba</a>

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- F. Parent organizations or parent groups who initiate fundraising for school trips must adhere to [Policy JJE-2 – Student Fundraising Activity: Parent-Initiated](#), and [Policy DIE-2 – Parent Funds: Audit & Financial Monitoring Procedures](#) and, if doing a raffle, comply with all [provincial licencing requirements](#).
- G. School administrators and/or staff members who involve students in fundraising for school trips must adhere to [Policy JJE-1 – Student Fundraising Activity: School Initiated](#) and [Policy DIE-1 – School Funds: Audit & Financial Monitoring Procedures](#) and, if doing a raffle, comply with all [provincial licencing requirements](#).

### III. PROCEDURES

1. **Receive approval for trip from Superintendent of Schools (or designate)**
2. **Calculate trip costs, set a budget**

Tour providers can provide accurate estimates based on travel location and package chosen.

Calculations:

$$\begin{array}{r}
 \text{Package price (per student)} \\
 + \quad \text{any incidentals required (food, etc.)} \\
 \hline
 = \quad \text{COST PER STUDENT (MAXIMUM FUNDRAISING BUDGET)}
 \end{array}$$

$$\begin{array}{r}
 \text{COST PER STUDENT (MAXIMUM FUNDRAISING BUDGET)} \\
 \times \quad \text{Number of students} \\
 \hline
 = \quad \text{TOTAL COST OF TRIP (MAXIMUM FUNDRAISING BUDGET)}
 \end{array}$$

3. **Collect student deposits if required**

At the discretion of the school principal, a pre-determined deposit will be required from the student to sign up for the trip. This deposit amount will be used towards trip costs or will be returned to the student if the student does not participate in the trip. Fundraising monies may be used to fund the deposit, however, would be non-refundable to the student.

4. **Determine fundraising budget amount**

An amount up to the total cost of the trip as calculated in Step #2, may be set as the fundraising budget. Each student will be given equal opportunity to raise the budgeted amount on behalf of the student group. Students may fundraise in excess of the budgeted amount on behalf of the student group; however, they cannot receive additional personal benefit for doing so.

5. **Purchase fundraising items (e.g., Sobeys gift cards)**

The school/division will issue a purchase order to the fundraising vendor (e.g., Sobeys) for items to be sold (gift cards). Parents and employees are not authorized to make purchases

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on behalf of school or division unless prior written authorization has been obtained from the Secretary-Treasurer.

#### **6. Distribute and account for fundraising items (e.g., Sobeys gift cards)**

All students and/or parents agreeing to sell fundraising items will be required to sign an agreement assuming responsibility for the fundraising items and for the submission of the funds collected upon sale. All unsold items are to be returned to the school.

#### **7. Collect fundraising shortfalls**

If a student participates in fundraising and raises less than set budget amount in Step #2, payment is required for the difference between amount raised and fundraising budget. Funds will be held in trust by school/division until vendors are paid and meal and incidental allowances are disbursed.

#### **8. Issue payments to travel agencies and trip vendors**

The school/division will use Group Pay options, issue payment directly to the travel tour company, and include a breakdown of student accounts and amounts for distribution.

#### **9. Disburse travel advances for lunch allowances, tips/gratuities and incidentals**

The school/division will issue advances for meals, tips and gratuities and incidentals on behalf of students to organizing teachers/chaperones responsible for ensuring these costs are paid based on the predetermined amount in Step #2. Advances must be approved by the Secretary-Treasurer with signed agreements in place. Duties of the teacher/chaperone include keeping an account of all expenditures, including receipts, during the trip. In cases where receipts are not available, sign off by two adults is required. A meal allowance may be provided to students to pay for their own lunches as required. All documentation and excess funds are to be returned to the school after the trip.

#### **10. Issue refunds for trip cancellation and non-participation**

If a student does not participate in the trip for any reason, family contributions less any administrative fees will be refunded. Any funds accumulated as a result of school fundraising efforts remain the property of the school and will not be refunded to students or families.

#### **11. Communicate deadlines**

For administrative purposes, all fundraising and parent contributions must be on deposit with the school prior to departure or the student may be disqualified from participating in the trip.

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## **I2. Account for excess fundraising amounts**

In the event that excess funds have been raised (*i.e.*, over and above trip requirements), upon approval by the school principal, organizers and chaperones may choose to use funds to sponsor additional group activities or the funds will remain at the school.

## **I3. Conduct personal fundraising**

In situations where funds are raised as the result of selling personal items, the funds raised are considered to be the property of the student (*e.g.*, garage sales).

## **I4. Trip Cancellation**

**Students and families must be advised that:** “Discretionary school trips are approved ‘at no cost to the Louis Riel School Division.’ In the case of an emergency event such as one related to weather, pandemic or terrorism that could affect safe travel, the Division reserves the sole right to make the decision to cancel the trip. Every student is required to purchase the group trip cancellation insurance policy selected by the school division, in addition to any personal coverage they may choose or already have. Any shortfall is the responsibility of the student and/or the student’s family.”

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