



FUND RAISING IN SCHOOLS POLICY

DM Approval:

A handwritten signature in black ink, appearing to be "D. D.", written over a horizontal line.

Effective Date: April 1, 2015

GENERAL INFORMATION

Yukon Education allows fundraising events and activities in Yukon schools.

PURPOSE

The purpose of this policy is to provide procedures and standards that apply to fundraising activities in Yukon schools.

DEFINITIONS

'Commercialism' occurs when the principle and practice of making money becomes the primary focus and emphasis of an activity.

'Fundraising' includes activities designed to provide money, goods, or services for use in a school or for school-related activities through:

- sales to members of the community including parents, staff, and students;
- the solicitation or acceptance of donations or other fiduciary contributions from parents or businesses outside the school;
- the participation of students in activities on behalf of non-profit charitable organizations operating in the interests of children, education, or the community; and
- funds raised for non-school-related activities that support the school's commitment to social justice initiatives.

'Parent' means the biological parents, the adoptive parents by custom or otherwise, the persons legally entitled to custody or the persons who usually have the care and control of the child.

'Raffle' means an event such as a 'single day raffle' (e.g. 50-50 draw, roll tickets) or a 'regular raffle with pre-printed tickets' (e.g. Whitehorse Schools Substance-Free Graduation raffle tickets) where chances to win a prize are being bought – whether by donation or by a set price. This means events that include:

- Prize(s);
- Chance: winners are determined by chance (e.g. pulling a ticket out of a container); and
- Consideration: a fee is paid to participate (e.g. a ticket, bingo card).

'School Administrator' means the principal, vice-principal or other identified school staff as appropriate.

POLICY STATEMENT

Yukon Education allows fundraising activities in Yukon schools and fundraising by students. Yukon Education also allows fundraising activities for non-school-based organizations that have been approved by the school administrator.

Yukon Education also wishes to avoid excessive commercialism in the schools, and for this reason all approved fundraising activities should:

- benefit students;
- enhance the quality of education in the schools; and/or
- contribute to the development of students as responsible citizens.

School Councils and school administrators will determine the fundraising activities that are appropriate in a school and work together to ensure that fundraising activities do not undermine the goals of good health and good citizenship.

School raffles are subject to the eligibility criteria established by Corporate Affairs, Department of Community Services. Volunteer educational groups within or affiliated with a school (e.g. school clubs, societies, student or parent groups) that enhance the educational opportunities of students may be eligible for a gaming license.

Standards and Procedures for Fundraising Activities

1. Fundraising activities that involve a single or multiple classrooms must be approved by the school administrator, who may also consult with the School Council.
2. Fundraising activities that involve the entire school must be approved by the school administrator, who may also consult with the School Council.
3. School funds may be raised by students, student councils, teachers, and School Councils provided there is no undue intrusion on regular instructional time at the school.
4. Affected parents must be notified of a fundraising activity by the person in charge of the fundraising event.

5. All fundraising packages sent home must clearly indicate in detail the goals and process of the fundraising activity so that parents can decide whether to permit their child to participate in the activity.
6. Notification of a fundraising activity must include:
 - the goals of the fundraising activity;
 - endorsement by the school of the fundraising activity;
 - details about how the fundraising activity will be carried out;
 - follow-up after the activity to indicate how much money was raised and how the money was used.
7. Participation in fundraising activities is voluntary, and no student or parent will be required to participate in fundraising activities.
8. All raffles requiring a gaming license must be licensed through the Corporate Affairs unit of the Department of Community Services. Application forms are available at <http://www.community.gov.yk.ca/consumer/lottery.html>
9. Any equipment purchased from school fundraising activities or events is the property of the school and should be added to the school's inventory.
10. Student safety is the core underlying value for all fundraising activities. It is recommended that parents accompany their children on fundraising activities that require door-to-door canvassing.

Accountability for Funds

1. Different methods may be used in the handling of funds raised by schools, however an accounting of funds raised must be recorded and provided to the school administrator by the person in charge of the fundraising activity.
2. Teachers who fundraise within their classroom must ensure that there is a system in place to record funds. Teachers should also ensure that parents have access to this information on request.
3. School Councils that fundraise must ensure that they record any funds on the annual financial statement that is submitted to Yukon Education. The report will include fundraising activities and events for the year, the total amount raised, and how the funds were used.
4. All cash donations made to a School Council will be reported in the annual School Council Financial Statement.

5. Funds distributed through the annual Contribution Agreement to School Councils are not included as school fundraising funds since they are for the operation and discretionary purposes of the School Council.

ROLES AND RESPONSIBILITIES

It is the responsibility of school administrators to approve fundraising activities in their school and it is the responsibility of all school-based staff to ensure that these activities are carried out in accordance with the requirements of this policy.

School Councils may receive and spend funds pursuant to the provisions of the *Education Act*.

APPLICATION

This policy applies to all fundraising activities supported by the school, including fundraising activities by students, school staff, and School Councils.

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

This policy is effective April 1, 2015.

LEGISLATIVE AND POLICY REFERENCES

Education Act, ss. 113 (2) (b)
Lottery Licensing Act

HISTORY

Fund Raising Policy, effective November 19, 2009; amended effective April 1, 2015.