

PARENT FUNDRAISING SOCIETIES

Background

The Division recognizes the importance of Parent Fundraising Societies as a means for parents and community members to contribute positively to a student's experience. It also acknowledges the valuable contribution that Parent Fundraising Societies renders the Division by providing additional financial resources to the schools.

Schools may have a Fundraising Society, separate and distinct from the School Council. A Fundraising Society is a self-governing legal entity incorporated under the Societies Act or Part 9 of the Companies Act. School councils are primarily advisory in nature. The *School Councils Regulations* prohibits school councils from incorporating under the *Societies Act* or part 9 of the *Companies Act*.

All fundraising initiatives by the Division must adhere to the moral teachings of the Catholic Church, reflecting the mission, values and system direction principles of the School Board. Similarly, the Division cannot accept funds from parent fundraising societies (or Charitable Donations) which are in opposition to the moral teachings of the Catholic Church or reflect the mission, values and system direction of the School Board.

Procedures

1. Operations

- 1.1. A Society is a self-governing legal entity, under the *Societies Act* or Part 9 of the *Companies Act*, with the authority and responsibility to make necessary decisions to manage its operations and activities.
- 1.2. St. Thomas Aquinas Roman Catholic Schools employees must not
 - 1.2.1. Be signing officers of Parent Fundraising Societies for the school in which they work, unless they have received the approval in advance of the Superintendent or designate and
 - 1.2.2. Form a majority of the members of a Parent Fundraising Society for the school in which they work.
- 1.3. In order to avoid potential conflict of interest issues and possible disagreements between the employee and the employer, employees of St. Thomas Aquinas Roman Catholic Schools should refrain from becoming officers of Parent Fundraising Societies.
- 1.4. The Division's liability insurance does not extend to a Society and its Directors as the Society is its own legal entity, separate and distinct from the Division. Even though the Societies are acting on behalf of the Division, the Division does not directly control their activities. A Society has its own executive which

makes decisions on behalf of the group. Societies may choose to purchase their own liability insurance.

- 1.5. Although distinct from School Councils, Parent Fundraising Societies are encouraged to work collaboratively with the school community to establish common purposes and work towards complementary goals through a process of consultation, transparency and accountability.
- 1.6. A Parent Fundraising Society has no authority to advise or consult for school-based decision-making purposes.

2. Fundraising activities

- 2.1. Fundraising activities should support student achievement and should not detract from the learning environment.
- 2.2. There must be no additional cost to the Division as a result of any fundraising activities.
- 2.3. All school fundraising activities shall be carried out under the jurisdiction and supervision of the Principal and in consultation with the school community as represented by the School Council.
- 2.4. If a society wishes to use the name of the school for any reason other than in the name of the school council, prior approval of the principal is required.
- 2.5. Requests to use a school name for fundraising must be in writing and must outline the purpose or reason for use of the school name and the date of an event, if applicable.
- 2.6. If the stated purpose for the use of the school name is fundraising, the decision to allow the use of the name of the school is made by the principal on a case by case basis and must be communicated in writing to the society.
- 2.7. Superintendents may disallow or discontinue any fundraising activity in the name of the Division or School if it is believed to be contrary to the spirit and intent of the policies and procedures.
- 2.8. Fundraising by a society in the name of a school, or for a designated school purpose, must have the prior written approval of the school principal.
- 2.9. For liability reasons, Parent Fundraising Societies may not use the Board's name or logo in advertisements, promotions, etc.
- 2.10. All fundraising activities must be complimentary to, and not a replacement for, funding for public education and all capital projects must receive prior approval as prescribed in Administrative Procedure 515.

3. Fundraising proceeds

- 3.1. The Division can only accept funds from Parent Fundraising Societies:
 - 3.1.1. that support the moral teachings of the Catholic Church;

- 3.1.2. that reflect the mission, values and system direction principles of the Board;
 - 3.1.3. that comply with current legislation and ministry policies and/or guidelines.
 - 3.2. In accordance with Policy 19, the Division cannot accept donations from activities tied to casino-style gambling, such as video lottery terminals, electronic gaming devices, high stakes bingo or other high-stakes gaming.
 - 3.3. Fundraising proceeds shall not be used to replace public funding for education and shall not be used for items funded through provincial grants including, but not limited to, classroom learning materials, textbooks, and repairs or capital projects that increase the student capacity of a school or significantly increase the operating or capital costs of the Division or school.
 - 3.4. Funds raised by the society become the property of the Division once they are given to the Division and therefore subject to the legislative authority and accountability of the Division and delegated to the school principal.
 - 3.5. Funds raised by the Society and donated for a specific purpose, in compliance with this administrative procedure, shall only be used for that purpose unless mutually agreed by the Principal and the Parent Fundraising Society.
4. Financial Accountability
 - 4.1. A Parent Fundraising Society has its own bank account and accounting records. Therefore the School Division, its schools or its school councils will not manage the bank accounts, funds or financial records of the society.
 - 4.2. Financial reporting and accountability procedures must be adhered to in accordance with governing statutes.
5. Under the *Freedom of Information and Protection of Privacy Act (FOIPP)* and the *Personal Information Protection Act (PIPA)*, no personal information of staff, students or other individuals shall be collected, used or disclosed for the purposes of fundraising activities, without express consent.

Reference: Policy 18 – School Fundraising
Policy 19 – Charitable Donations
Administrative Procedure 515 – Purchasing
Administrative Procedure 520 – Fundraising Projects in Schools
Alberta School Council Resource Manual (2007)