



1. **General**

The WSD strives to provide robust and comprehensive education, equitable access, diverse opportunity, and a supportive learning environment for all students to help them prepare for their journey with values of learning and social justice, and to be responsible community members.

The Division recognizes that schools may wish to supplement their school budgets in support of student activities through public fundraising for special projects, school activities and charitable causes.

To achieve the best possible educational results, parents/guardians, school staff, students and community members are encouraged to work together to achieve fundraising success from various initiatives and school projects. School fundraising projects should be coordinated on a yearly basis, in consultation with parent councils.

- 1.1 The Winnipeg School Division supports the practice of student and parent involvement in fundraising in schools in accordance with Division policies.
- 1.2 The Division retains responsibility to determine and approve all fundraising activities involving students' participation that occurs during and after school hours.
- 1.3 The purpose and educational value of each fundraising project shall be outlined for parents and members of the community.
- 1.4 Fundraising may support school programs and may also be used to reduce student costs for materials, equipment, school related activities such as field trip expenses, camps or uniforms that are not ordinarily available through School Board expenditures.

2. **Guidelines**

- 2.1 Fundraising will include consultation with parent and student councils and staff where applicable. Parents/guardians shall be advised of and have the opportunity to be involved in the organization and operation of major fundraising projects.
- 2.2 The safety of students will be of paramount importance. Students enrolled in elementary schools shall not participate in door to door fundraising activities.
- 2.3 Students will not be exploited.
- 2.4 Consideration shall be given to the students'/parents' ability to fundraise for special projects and shall be given an option to inform the principal should they wish to opt out of fundraising for special classroom projects/field trips, etc.
- 2.5 That all fundraising projects and amounts raised be published on a yearly basis on each school's website.
- 2.6 School/Parent Council funds may be used to support school building projects provided that these funds have been raised for this purpose. In any fundraising activities, the purpose for the use of these funds should be clearly stated and prior approval obtained from the Superintendent of Education Services.
- 2.7 In accordance with the Division Policy IGAEA – Nutrition, all groups (e.g. patrols, band, sports teams and student and parent councils) will be encouraged to raise funds by selling non-food items or healthy food and beverage choices if they choose this option for fundraising.



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- 2.8 The dignity of every student and parent and their ability to participate should be honoured in the collection process, therefore, incentive prizes shall not form part of the fundraising activity; however, participation draws may occur.
  - 2.9 Materials obtained or purchased from the revenues of parent-initiated fundraising activities shall become the property of the school and Division. All purchases shall be made in accordance with Policy DJF – Purchasing Procedures.
  - 2.10 Fundraising activities in support of non-registered organizations require the Secretary-Treasurer's approval.

3. **School Initiated Fundraiser**

- 3.1 In accordance with section 56(4) of the Public Schools Act the principal of each school may raise, hold, administer and expend monies to be known as "school funds" for the purposes of the school.
- 3.2 The purpose of a School Fund shall be used to support the equal participation of students through the enrichment of the athletic, social, or educational programs of the schools by providing activities and materials that are not ordinarily available through School Board expenditures.
- 3.3 Schools are prohibited from conducting raffles and other games of chance. Only parent councils can operate such activities and the proceeds obtained from these activities cannot be deposited into the school's bank account.
- 3.4 In accordance with Division Policy KI – Fundraising for Charitable Organizations, Division staff may participate in charitable fundraising activities during the work day provided that it does not interfere with the regular operation of the workplace.
- 3.5 Participation in any charitable fundraising activities by staff or students shall be entirely voluntary.
- 3.6 Proposals for solicitation of donations from staff members should be educational based and shall be reviewed and approved by the principal/department supervisor.
- 3.7 The principal/department supervisor shall ensure that accounting procedures and records clearly indicate revenue and expenditures for each charitable collection of funds.
- 3.8 School budget allocations cannot be used for donations to community or charitable organizations.

4. **Student Council**

- 4.1 In accordance with Division Policy KI - Fundraising for Charitable Organizations, student councils may participate in charitable fundraising activities provided that there is an educational component to the activity and such activities do not interfere with the instructional day.
- 4.2 All charitable fundraising activities by the student council must be reviewed and approved by the principal.
- 4.3 Charitable fundraising activities should take place before school, at noon hour or after school unless prior permission has been received from the principal.
- 4.4 Donations may be made by student councils to registered charitable organizations.



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4.5 In accordance with Policy IGDG – Student Activities Funds Management, the administration of a system of accounting for all monies from student activities, from cafeterias, from entertainments, from gifts, or from other funds belonging to the school or the student body or any student group within the school shall be the responsibility of the principal.

**5. Parent Council Initiated Fundraiser**

5.1 Parent Councils may initiate and coordinate fundraising projects in consultation and with the approval of the principal where staff and students are involved and shall provide an accounting of spending from the fundraising projects to the principal.

5.2 Parent councils must contact the Liquor and Gaming Authority of Manitoba to obtain permits for Raffles, 50/50 Draws, etc. which are not covered under the Charities Permit/License.

**6. Principal Responsibility**

6.1 In accordance with the Public Schools Act, the principal shall hold, administer and expend School Fund monies for the purposes of the school.

6.2 In accordance with Policy IGDG – Student Activities Funds Management, the administration of a system of accounting for all monies from student activities, from cafeterias, from entertainments, from gifts, or from other funds belonging to the school or the student body or any student group within the school shall be the responsibility of the principal.

6.3 The principal shall make provisions for the safe-keeping of all monies belonging to the school or school division.

6.4 The purpose and the method the funds may be raised will be approved at the discretion of the principal and subject to the approval of the Superintendent of Education Services. Student participation must be based on the age and experience of the students and be part of the educational program of the school. The following principles shall govern in this respect:

(a) No pressure on any student to contribute to the fund or its enterprises.

(b) Parents and members of the community may be encouraged to participate in fundraising activities.

(c) No raffles or games of chance may be included in the school's fundraising activities.

(d) Fundraising activities of the school should make some contribution to the educational growth of the students.

(e) Before any (major) item of equipment or furniture is purchased by any school out of school funds, or accepted by any school as a gift or loan, details should be provided to the Superintendent of Education Services for approval. The Secretary-Treasurer will review with the Board before approving the requisition.

6.5 In accordance with Division Policy IGDG-R, the general fund of the school shall be called the School Fund and shall be administered by a Committee appointed by the principal, such Committee may include both members of the staff and students of the school.



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- 6.6 Principals must approve all fundraising activities and coordinate an annual plan of all fundraising activities in their school including but not limited to those planned by parent and student councils.
  - 6.7 The principal will advise the Superintendent of Education Services and Building Department of any proposed building project prior to proceeding with raising the funds or implementing the work.
  - 6.8 The principal will ensure the maintenance of proper accounting procedures and record keeping for all school fundraising activities. At the conclusion of all fundraising activities, but no later than June 30<sup>th</sup> of each school year, a fundraising report must be submitted to the Secretary-Treasurer.
  - 6.9 The principal will notify the Building Department and provide details on the major building or grounds projects prior to fundraising.
  - 6.10 The principal shall inform parents/guardians and provide the opportunity to be involved in the organization and operation of major fundraising projects initiated by the school.



**ADMINISTRATIVE RULE/  
PROCEDURE**                    **IGDF-R**  
**SUBJECT:**                    **GUIDELINES FOR FUND  
RAISING IN SCHOOLS**

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The following guidelines are to be used in the implementation of the policy of Fundraising in Schools.

**Principal's Responsibility**

- (a) The safety of children is the paramount consideration in any fundraising activity. Therefore, if fundraising is to take place outside of school, the following shall apply:

Elementary                    - No fundraising requiring door-to-door activity outside of school will be organized by the school.

Junior/High School   - Fundraising to take place outside of school can take place independently only if:

- parents/guardians are informed of the project and are made aware that their child's involvement is on a voluntary basis,
- safety precautions are discussed by teachers with all students involved in the project,
- school-organized fundraising campaigns will be under the supervision of teachers
- all fundraising activities which take place outside of school should be carefully planned prior to implementation.

- (b) Each fundraising project shall outline the purpose and value of the project to the school and be consistent with Division policies.

- (c) The Parent Council of each school should have the opportunity to be involved in each fundraising project.

- (d) The Principal of the school must approve each fundraising project. Fundraising should not infringe on instructional time.

- (e) The means of fundraising should be examined to avoid any possible exploitation of students. Therefore, the following shall apply:

- Fundraising should focus on the efforts of students, teachers, and parents in order to reinforce the creative and positive value of fundraising. This would include activities such as read-a-thons, marathons, bake sales, concerts, etc.
- The competitive aspect of fundraising is not acceptable. Fundraising should be a cooperative effort with each individual contributing to the project as they are able.

- (f) Parents/guardians should be informed by the principal in writing of school fundraising projects at least three (3) weeks before the event.

Parents/guardians should be invited to participate in all school fundraising projects.

- (g) If raffles, draws and/or bingos are sponsored and undertaken by parent councils these activities may take place subject to license requirements of the Liquor and Gaming Authority of Manitoba.



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- (h) For Building/Grounds related projects, the Building Department will advise and/or assist the principal and the Superintendent of Education Services on the following:
- Consultant selection, if required
  - Design and planning process
  - Tender/Quotation process
  - Building code and safety implications
  - Project close out process
- (i) The final proposal will be forwarded to the Superintendent of Education Services for review and approval prior to proceeding.