

The Board of Trustees supports and encourages fundraising if it clearly benefits students, school activities, or serves a humanitarian purpose.

All fundraising activities must be approved.

Required approvals and accounting procedures are outlined in the attached regulation.

Adopted September 1, 2009	Revised February 11, 2014	
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1. Approval Requirements and Accounting Procedures

- a. All fundraising projects must clearly benefit students, school activities, or humanitarian causes.
 - School fundraising must be approved by the Principal and the school committee.
 - Frontier Collegiate Institute campus fundraising must be approved by the F.C.I. Leadership Team then submitted to the school committee for ratification.
 - School committee fundraising must be approved by the school committee at a regular school committee meeting by motion.
 - Area office fundraising must be approved by the Area Superintendent.
 - Division Office fundraising must be approved by the Secretary-Treasurer.
- b. All details of the projects and approvals must be provided on the attached form, Exhibit D.1.D-EX1.
- c. For each fundraising project undertaken, proper accounting procedures, including the collection and disbursement of funds, must be followed.
- d. At the conclusion of the fundraising activity, a detailed report including financial accounting must be provided to the approving authorities and made available to any interested members of the public.
- e. A copy of any licence required for a fundraising project must be submitted to the Secretary-Treasurer of the Division.
- f. Fundraising activities must comply with all Division policies.
- g. All funds raised are the property of Frontier School Division. In the event that any excess funds are raised for a particular project, the excess funds will be kept at the school level and used for the benefit of students in that community.

Information: [Policy F.1.M – Healthy Foods in Schools and Offices](#)

Adopted September 1, 2009	Revised February 11, 2014	Revised January 11-12, 2016
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Name of Group _____ **License # (if applicable)** _____

Date of Activity _____

Description of Fundraising Activity (e.g. basket raffle)

Who is responsible for this Activity? _____ (Name/Title)

Why are funds being raised? (e.g. Grade 6 trip to Winnipeg)

What is the estimated cost of this project? _____

Funds raised to date? _____

Attach any other pertinent information to this form as necessary.

APPROVALS

Check the appropriate box and sign/date as per approvals noted in the regulation.

School School Committee Area Office F.C.I. Campus Division Office

Name Title/Position Date

School Committee Approval (if required)

Name School Committee Date

A COPY OF THIS FORM MUST BE KEPT AT THE APPROPRIATE SCHOOL/OFFICE LOCATION.

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