



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 7008 - School Based Fund Raising

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**Preamble** The Calgary Board of Education provides the funds to meet the costs of the resources needed to fulfill its educational responsibilities and plans for students, but recognizes that some schools, school councils, school related organizations or other groups may wish to generate additional revenue to enhance these efforts, and for special events and activities.

**Purpose** 1 The purpose of this regulation is to provide direction to school principals on fund-raising activities conducted by the school and guidance as they consider fund-raising activities by a related organization.

**Application** 2 This regulation applies to the administration, conduct and operation of fund-raising activities in a Calgary Board of Education school by Calgary Board of Education employees and students, but does not apply to fund-raising by school councils, school related organizations, or other groups.

**Fund-raising activities** 3(1) In this regulation,  
  
“**fund-raising activity**” means any activity to generate funds by a school or a school-related organization for the benefit of the school, the students as a body, the school community, or other worthy organization, by means

of special activities that are not a part of the daily, weekly or other regular routine of the school, and which may or may not include the involvement of students.

- (2) Some examples of fund-raising activities by schools are:
  - (a) auctions;
  - (b) sales, other than through cafeterias, lunchrooms and school stores, of items such as books, coupon books, magazine subscriptions, fruit, meat, candy, and wrapping paper; and
  - (c) bottle drives.
- (3) Some examples of fund-raising activities by a school-related organization are games of chance such as casinos and bingos, as well as examples listed in section 3(2).

**Best interests**     **4**     Fund-raising activities must be compatible with the best interests of the students, the community in which the school is located and the communities which the school serves.

**Approval by principal**     **5(1)**     The principal must approve fund-raising activities that use the name of the school.

- (2) Where funds are raised by a school council or another school-related organization and donated to the school, it is the expectation of the Calgary Board of Education that the decision about the manner in which the funds are to be raised and disbursed will be made collaboratively between the principal and the organization.
- (3) Notwithstanding subsection 2, the final decision to accept a donation, whether of money or in kind, is the responsibility of the principal.
- (4) Funds raised by fund-raising activities must be used for the purposes for which they were raised or appropriate alternatives.

**Criteria for school fund-raising**     **6(1)**     Fund-raising activities must have clearly defined benefits for the students and the school community.

- (2) Before approving fund-raising activities, the principal must consider the following criteria:

- (a) the impact of the activity on all concerned, especially the safety of the students, the school staff and any other persons who may be involved in the activity;
  - (b) the requirements of the Charitable Fund-raising Act;
  - (c) the process for consultation and collaboration with groups or organizations outside the Calgary Board of Education, including parent groups; and
  - (d) the process and plans for communicating the event to the school community, including reporting the financial results.
- (3) Separate accounting records must be kept for each fund-raising activity.

**Activities**

- 7(1)** Fund-raising activities at schools must not
- (a) compel students to participate;
  - (b) award prizes for participation other than those of intrinsic nature and of nominal monetary value;
  - (c) solicit cash donations from the public at large; or
  - (d) conduct lotteries, casinos, bingos, raffles, pull tickets or other games of chance.
- (2) The principal must specifically approve any fund-raising activity that
- (a) results in selective individual financial gain rather than equal common financial gain; or
  - (b) requires door-to-door canvassing.

**Memorials**

- 8(1)** In special circumstances, funds may be raised to commemorate the memory of persons who are deceased, if the approval of the relatives of the person or persons is obtained prior to the fund-raising activity.
- (2) If commemorative funds are to be used for scholarships, Administrative Regulation 2020 - Scholarships and Bursaries must be considered.

**Income tax receipts**

- 9** If schools conduct fund-raising activities that anticipate the provision of receipts for income tax purposes, they must comply with Administrative Regulation 7009 - Donations From the Community.

