

**Administrative Procedure 520**

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**FUNDRAISING PROJECTS IN SCHOOLS****Background**

The cost of offering school programs shall be borne by budget allocations. However, the value of schools carrying out additional activities and projects, which require expenditures, is recognized.

**Procedures**

1. The principal is responsible for approving:
  - 1.1 All school initiated fund raising activities; and
  - 1.2 Official school participation in the fund raising activities of a charitable organization or registered society.
2. The principal is responsible for submitting to the Superintendent as complete a list as possible by September 30 of all proposed fund raising activities and their intended use planned for the school year.
3. Fund-raising projects must not be held to supplement the school's budget for program materials and supplies.
4. Fund-raising projects are subject to appropriate accounting and auditing procedures.

Reference: Section 22, 27, 60, 61, 113 School Act  
Policy 18 – School Fund Raising