



Fundraising

Date Approved: 2024

Projected Review Date: 2028

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that parents, guardians, caregivers, schools, and communities may choose to engage in fundraising activities to support students, schools, the Board, and the wider community. The Board supports fundraising activities that are complementary to public education, voluntary, safe, accountable, and transparent. Further, the Board supports fundraising activities that increase student and community engagement, support a healthy learning environment, and build strong partnerships.

GUIDING PRINCIPLES:

- Fundraising may be used to support humanitarian or charitable causes that can increase student understanding, empathy, and activism in helping to address local, national, and international issues.
- Funds raised will not be used to replace items that are publicly funded, such as classroom learning materials, textbooks, facility repairs, maintenance, and upgrades or for capital projects that significantly increase operating costs.
- Fundraising activities will result in no personal gain for any staff member or volunteer. Individuals or organizations in receipt of HWDSB fundraising proceeds must engage in legal and ethical practices that respect the privacy and personal information of staff, students, or other individuals.
- Participation in fundraising activities is voluntary. Students' fundraising efforts will not be tied to any measure of student achievement or be subjected to any other negative consequences should they choose not to participate.
- Schools with greater resources are encouraged to consider assisting other schools or the Hamilton Foundation for Student Success (HFSS) whenever possible and as deemed appropriate by the school community. Transfers between schools should be included as part of the Annual School Fundraising Plan. Not all schools have the same capacity to conduct fundraising activities.
- Staff are encouraged to work collaboratively, inclusively, and respectfully with their Home and School Association, should one exist at their school.

INTENDED OUTCOMES:

- The Annual School Fundraising Plan will monitor, communicate, and document a school's fundraising initiatives. The school principal is responsible for the school's Annual Fundraising Plan which includes all school sanctioned fundraising that the school staff and students participate in.
- Each school's final fundraising reports will include transparent financial reporting practices to the school community.

RESPONSIBILITY:

Director of Education

Members of Executive Council



Fundraising

Date Approved: 2024

Projected Review Date: 2028

Page 2 of 3

TERMINOLOGY:

Capital Projects: Capital projects supported by fundraising should enhance the facilities that already exist in the school or school yard and do not include school renewal, maintenance or upgrades to the facilities such as structural or emergency repairs or replacement of flooring, tiles, etc. Examples of supported capital projects include playground equipment, shade structures, and scoreboards with approval.

Fundraising: Any activity, permitted under HWDSB's policies, to raise money or other resources, as approved by the school principal, in consultation with, and upon the advice of the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

School Community: Students, parents, guardians and caregivers, school councils, trustees, school principal and vice-principals, employees, members of the broader community and partners, as well as others who support HWDSB and student achievement.

School-Generated Funds: Funds that are raised and collected in the school or broader community in the name of the school, by school councils or other school or parent administered groups (except for funds raised by the Ontario Home and School Associations).

- School generated funds are administered by the school principal and are raised or collected from sources other than HWDSB's operating and capital budgets. These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities, athletics/clubs, educational excursions, and donations for initiatives such as a school nutrition program.
- School generated funds is a broad category which includes not only fundraising for school purposes but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties.

Ontario Home and School Associations: Refers to entities separate from District School Boards when they are constituted under the umbrella of the Ontario Federation of Home and School Associations. They may engage in fundraising activities to support the goals and objectives of their organization.

- The proceeds from these activities are not considered School Generated Funds.
- When Home and School Associations are purchasing equipment for a school, all purchases must follow procurement and facility policies and procedures.

ACTION REQUIRED:

- Maintain procedures to implement this policy including a method to resolve conflict.
- Ensure fundraising initiatives follow the requirements of legislation and board policy and procedure, to meet the needs of students, educators, the community, and staff while ensuring accountability and transparency.
- Fundraising activities must comply with statutory and Ministry of Education requirements, Ministry and Board policies and procedures, the Board's mission, vision and values, and the



Fundraising

Date Approved: 2024

Projected Review Date: 2028

Page 3 of 3

principles of public education, including diversity, equity, accessibility, and inclusivity.

- Funds raised by School Councils (and any assets purchased with those funds) legally belong to the Board.
- Fundraising activities will be coordinated at the school level to ensure proper handling and management of funds raised and any expenditures incurred during the fundraising event while also ensuring administrative expenses are minimized.
- The safety of students will be a primary consideration in all fundraising activities.
- When a Home & School Association fundraiser involves the participation of school staff, the principal is responsible for ensuring that all applicable HWDSB fundraising and other procedures are followed.
- When a Home & School Association is operating a fundraiser without the involvement of HWDSB staff and independent of the school, this is not considered a fundraiser associated with the school or HWDSB.

PROGRESS INDICATORS:

| Intended Outcome | Assessment |
|---|--|
| The Annual School Fundraising Plan will monitor, communicate, and document a school's fundraising initiatives. The school principal is responsible for the school's Annual Fundraising Plan which includes all school sanctioned fundraising that the school staff and students participate in. | Audit of Annual School Fundraising Plans. Annual plans will be accountable and transparent on the intended use and actual use of the proceeds of fundraising activities. |
| Each school's final fundraising reports will include transparent financial reporting practices to the school community. | Year-end annual financial summary report for school-generated funds. Annual audits of sample schools. |

REFERENCES:

Government Documents

Education Act

Ministry of Education Fundraising Guideline

Municipal Freedom of Information and Protection of Privacy Act Broader

Public Sector Procurement Directive