



## Administrative Procedure 3002

# School Fees and Fundraising

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**Board Governance Policy Cross Reference:** [1](#), [11](#), [12](#), [14](#), [15](#)

**Administrative Procedures Cross Reference:**

[Equity](#)

[Accounting for School General Funds](#)

[The Friends of Education Fund](#)

**Form Cross Reference:**

[Annual School Fees Plan](#)

[Fundraising Proposal](#)

[Annual Fundraising Plan](#)

[Charitable Tax Receipt Project Designated Request Form](#)

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**Legal/Regulatory Reference:**

[The Public Schools Act](#) subsections 41(1)(n), 47.4(3), 48(1)(f)(h)(j)&(w), 73, 75

[Manitoba Public School Fee Policy \(1998\)](#)

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**Date Adopted:** December 2017

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### School Fees

*The Public Schools Act* (PSA) authorizes school divisions to impose fees in certain circumstances. The Brandon School Division acknowledges the importance of equity for students and families and has developed this Administrative Procedure to minimize extra fees and ensure that families do not experience undue financial hardship.

The School Leader of each school must submit an *Annual School Fees Plan* to the Secretary-Treasurer or designate for approval by June 1 of the prior school year.

There will be a modest charge for other supplies and participation in activities. The following maximum fee guidelines will apply:

- School Supplies when purchased by school - \$50 (grades K-5), \$75 (grades 6-8), \$100 (grades 9-12);
- Field trips;
- Overnight trips for band and athletics. Schools will provide adequate notice to parents/guardians. Activities will be planned with economy in mind;
- Band uniforms, sports uniforms;

- High school sports teams. A budget and accounting will be made available to parents/guardians and upon request to the Office of the Secretary-Treasurer detailing team and program expenses;
- Student parking - \$50.

Schools will assist students who would be excluded due to financial hardship.

School Leaders will make available to parents a comprehensive school fee schedule prior to the start of each school year.

The Division will not charge fees for transportation of students to their designated school as mandated (primarily related to distance from school) by *The Public Schools Act*. A fee may be charged for all other transported public school students.

School Leaders will ensure that advisory councils, parent councils and/or student councils do not charge fees that would be in violation of this Administrative Procedure.

The School Leader shall oversee and be responsible for all Parent Council transactions in terms of fundraising monies and distribution of funds within the school. Under no circumstances should Parent Councils be a collecting agent of fees, other than as fundraising support for the school as outlined below in the Guidelines for Fundraising.

## **Fundraising**

The Division recognizes that fundraising activity may enhance the educational experiences of students by providing resources not available through existing school or Divisional budgets, or by supplementing those budgets.

The Division also believes that fundraising activity can promote respectful partnerships between the home, the school and the community if such activity occurs with appropriate consideration for

- student safety and respect for all participants in the activity
- the responsibilities of the public education system
- ethical and responsible practices
- the circumstances of individual school communities, students and their families
- clear statements to a school community about the fundraising activity's purpose

Accordingly, the Division expects that all school-initiated fundraising shall adhere to this administrative guideline.

## Guidelines for Fundraising

- The School Leader has the definitive responsibility for **all fundraising activity** initiated by the school or that which occurs at the school, including charitable, program-based, classroom-based activity, and/or Parent Advisory Council activities.
- Fundraising projects may be authorized as charitable activities for tax receipts through submitting a *Charitable Tax Receipt Project Designated Request Form* to the Friends of Education Fund Committee. The Committee will review all applications and notify applicants of their decision.
- The frequency of school-wide fundraising activity shall occur with appropriate consideration for the circumstances of individual school communities' students and their families, following collaborative discussion between the School Leader and the parent organization that represents the interests of all parents in a given school.
- All school-initiated fundraising activity in which the entire student body of a school may participate shall respect students' rights to exemption from such activity.
- Early Years (K-4) students shall not participate in fundraising that requires door-to-door activity.
- The funds are being raised for a worthwhile school-related purpose.
- Sufficient care has been given to appropriate supervision of the activity, and accounting and security for the monies raised, including the filing of a financial report with the school's administration.
- The activity will not intrude unreasonably on instructional or staff time.
- The fundraising activity is in good taste, considerate of the public's generosity, and providing value in return for the public's participation.
- The funds raised and any items purchased from the activity will become the property of the school and shall be used for the sole benefit of the school and school-sponsored activities.
- Sale of any product prohibited on school or Division property, including but not limited to alcohol or tobacco products, is not allowed.
- The sale of food products shall comply with any existing school/Division nutrition guidelines.
- In respect for students' differing abilities to participate, incentive prizes shall not form part of fundraising activity; however, participation draws may occur.
- All fundraising shall comply with any necessary municipal, provincial or national licensing requirements as they relate to the specific fundraising activity.

- All door-to-door sales must be registered with the Licensing Department of the City of Brandon and conducted in accordance with the requirements of any applicable City By-Law.
- Any and all donations to the school must be supported and approved by the School Leader.

All staff, students and parents who wish to carry out a fundraising activity must submit a *Fundraising Proposal* to the School Leader by **October 31 of each year**.

The School Leader of each school must submit copies of all *Fundraising Proposals* and an *Annual Fundraising Plan* to the Secretary-Treasurer or designate for approval.

The deadline for submission to the Office of the Secretary-Treasurer or designate is **November 1 of the current school year, or prior to the first fundraising event**.