
Board Governance Policy Cross Reference: [1](#), [12](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

[Equity](#)

[School Funds](#)

[School Supply Budgets](#)

Form Cross Reference:

[Fundraising Proposal](#)

[Annual Fundraising Report](#)

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)

The Interlake School Division (ISD) recognizes that user fees may be levied by schools to support student programming and services. [The Public Schools Act](#) (PSA) authorizes school divisions to impose fees in certain circumstances.

ISD also supports the practice of school fundraising to enhance the educational experiences of students by providing resources not available through existing school or Divisional budgets, or by supplementing those budgets.

The Interlake 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.

A. School Fees

1. There will be no fees for student participation in required courses and activities. This will apply to costs such as books, agendas, lockers and course fees for lab or project materials.

2. There may be a modest charge for other supplies and participation in activities as follows:
 - a) Extra-curricular field trips;
 - b) Overnight trips for band and athletics. Schools will provide adequate notice to parents/guardians. Activities will be planned with economy in mind.
 - c) Band uniforms, sports uniforms;
 - d) Rental of musical instruments – actual cost from provider; and/or
 - e) Sports teams. A budget and accounting will be made available to parents/guardians detailing team and program expenses.
3. Schools will assist students who would be excluded from any of the activities listed above due to financial hardship. Financial assistance is provided from the Interlake School Division school budgets to ensure that no student's educational participation in the above activities is limited by financial circumstances. Information about financial assistance will be provided through home/school communication. The Division will review the allocation provided to schools to defray costs to parents on an annual basis.
4. The Division will not charge fees for transport-eligible students to their designated school. A fee may be charged for the transportation of non-eligible students.
5. Principals will ensure that Parent Advisory Councils and/or Student Councils do not charge fees that would be in violation of this administrative procedure.

B. 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.

The ISD recognizes three types of fundraising activities:

1. Fundraising activities organized by the school.
2. Fundraising activities organized by the Student Council.
3. Fundraising activities organized by the Parent Advisory Council.

Accordingly, the Division expects that all fundraising shall adhere to the following administrative procedures.

Procedures for Fundraising

1. The Principal has the definitive responsibility for all fundraising activity initiated by the school or that which occurs at the school, including charitable, program-based and classroom-based activity.
2. The Principal may initiate school-wide fundraising activity during a school year to enhance school-based activities and programs. This guideline defines “school-wide fundraising activity” as any activity that invites the participation of all of a school’s students to assist the fundraising process.
3. All fundraising shall have a designated purpose and be utilized as intended.
4. 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 Principal and the Parent Advisory Council in a given school.
5. Fundraising will not take place during instructional time.
6. 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.
7. Early Years (K-4) students shall not participate in fundraising that requires door-to-door activity.
8. Funds are being raised for a worthwhile school-related purpose.
9. 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.
10. The activity will not intrude unreasonably on instructional or staff time.
11. The fundraising activity is in good taste, considerate of the public’s generosity, and providing value in return for the public’s participation.
12. 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.
13. Sale of any product prohibited on school or Divisional property, including but not limited to alcohol or tobacco products, is not allowed.
14. The sale of food products shall comply with any existing school/Divisional nutrition guidelines.
15. In respect for students’ differing abilities to participate, incentive prizes shall not form part of fundraising activity.
16. All fundraising shall comply with any necessary municipal, provincial or national licensing requirements as they relate to the specific fundraising activity.
17. A copy of any licence obtained shall be submitted to the Secretary Treasurer at the start of the project.
18. All door-to-door sales must be conducted in accordance with the requirements of any applicable municipal bylaw.
19. All staff, students and parents who wish to carry out a fundraising activity or charge a fee to support an activity, good or service must submit a proposal on the [Fundraising Proposal Form](#)

to the Principal and obtain pre-approval prior to initiating the activity. The proposal must outline the goals, activities and budget of the fundraising activity.

20. When the funds to be raised exceed \$5,000, Principals must provide a copy of the Fundraising Proposal Form to the Secretary Treasurer and obtain pre-approval from the Secretary Treasurer prior to initiating the activity.
21. Fundraising is only permitted for extra-curricular activities, projects and purchases not supported by Divisional budgets and for registered charities.
22. The Principal is responsible for ensuring the maintenance of proper accounting and record keeping of fundraising activities. Records must clearly indicate the revenue and expenditures for each charitable collection of funds.
23. Each charitable project must be recorded in school books in a separate account.
24. All funds raised for registered charities must be fully disbursed to that charity.
25. An [Annual Fundraising Report](#) shall be completed for each project and submitted to the Secretary Treasurer at the conclusion of the activities, but no later than June 30th of each school year.

C. Grant Applications by Schools

1. Schools may apply for grants to be used for extra-curricular activities.
2. Schools must obtain permission from the Secretary Treasurer to apply for grants that are intended to supplement curricular activities.