

## FUNDRAISING ACTIVITIES AND SPONSORSHIP IN DISTRICT FACILITIES

### Background

The District recognizes that schools and the District often require additional funds which are not

- x Funds raised are expended in accordance with the purposes stated and that those involved in the fundraising are informed of how the funds are to be expended;
- x Funds raised in the name of the school and for the benefit of the school community, are managed in accordance with administrative procedures regarding the appropriate accountability and management of public funds;
- x Funds secured through fundraising and/or sponsorships support schools, Community School programming or NLC programming and operations meet eligibility guidelines;
- x There are guidelines in place with respect to advertising and the recognition of funds or in-kind donations secured through fundraising activities and/or sponsorships; and,
- x All donors and sponsors, regardless of the size of donation or sponsorship, are made aware that their participation is appreciated and are recognized in a fitting manner.

#### Procedures

The following fundraising and sponsorship procedures apply to all District facilities, and groups associated or identified with schools and Neighbourhood Learning Centres such as Community Schools, parents' advisory councils, NLC Advisory Committees, student exchange support groups, and extra-curricular student activities.

These procedures do not apply to scholarships or bursaries.

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4.6 Programs of corporate involvement must be structured to meet an

8. Monetary or in-kind Donations and Gifts Processing:
  - 8.1 District staff receiving donations or gifts on behalf of schools, District Community School Programming, or Neighbourhood Learning Centres where the donor is requesting a tax receipt will approach the Secretary-Treasurer or designate to

Reference: Sections 8, 8.4, 8.5, 20, 22, 23, 65, 85 School Act

SD No. 40 (New Westminister)

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Adopted: May 30, 2017

Revised: November 13, 2018

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminister)