

## Administrative Procedures

<p>AP-717</p> <p>FUNDRAISING PROJECTS IN SCHOOLS</p>	<p>Date of implementation: August 2020 Date reviewed: April 30, 2025 Date of update: April 30, 2025</p> <p>Related Administrative Procedures:</p>
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**Purpose:** 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) All projects to raise money for the school must be authorized by the principal in consultation with the School Community Council (SCC).
- 2) The principal, in consultation with staff and the SCC shall develop procedures for the approval of fundraising projects.
- 3) The principal shall submit the approved list to the Chief Financial Officer (CFO) along with a copy of approved minutes of the SCC acknowledging the approval of the fundraising projects. The list shall be completed and forwarded by December 15 of the current year for activities occurring during that school year.
- 4) The principal shall submit an amended approved list for unplanned one-time fundraising activities that come up during the year by September 30 for the previous school year.
- 5) Fundraising projects must not detract from the school instructional program.
- 6) Fundraising projects are subject to appropriate accounting and auditing procedures of the Division.
- 7) Where applicable, the appropriate municipal/provincial licenses must be obtained.

### Resources:

*The Alcohol and Gaming Regulations Act, 1997*

*The Gaming Regulations, 2007,*

*Saskatchewan Liquor and Gaming Authority: Charitable Gaming Policy & Procedure Manual*