



## Fundraising, Donations and Sponsorship

### Background

KTCEA will accept donations of assets and/or funds in the support of enhanced teaching tools and facilities, and student awards and bursaries. KTCEA will also support Branches, student and community groups wishing to raise money for initiatives that are aligned with KTCEA priorities by holding events at schools or within the community. In addition, KTCEA will provide sponsorship opportunities to students and elders to support participation in community events.

### Guidelines

#### Fundraising and Sale of Goods on School Property

1. All school-related fundraising activities held in school buildings must support and be aligned with KTCEA's mandate, mission, objectives and values.
2. Any person or organization wishing to offer for sale any product or service to staff or students and their parents must first obtain written authority to do so from the Principal and/or Superintendent.
3. Representatives of bona fide educational publishers or product manufacturers may discuss matters of mutual concern with Principals, teachers, or students only at the convenience of school personnel and must not interfere with the education program. Arrangements for a requested discussion shall be made in advance through school Principals.
4. Certain activities sponsored by the staff, student body or another responsible agency may be undertaken on receiving school Principal approval. These activities may include, but are not limited to:
  - Providing services to the school, its students, and/or visitors;
  - Raising funds for school related activities; and
  - Raising money for charitable causes.
5. School officials shall maintain cordial, but ethical relations, with vendors offering products or services.
6. All monies collected by school employees and students must be handled in a prudent manner to ensure that theft or misallocation does not occur.

### Donations

7. Regardless if the donations are for the general benefit of KTCEA or some specific purpose, ownership of all donations to KTCEA vests in KTCEA.
8. KTCEA will comply with legislation (e.g. Income Tax Act) at all times in the collecting, receipting, administering and use of any type of donation. The Director of Finance or designate will consult external advisors and/or Canada Revenue Agency ("CRA") to obtain guidance in the case of unusual circumstances (i.e. CRA guidelines are not clear, the gift is of high value, the gift is not routine, etc.).
9. No person or organization shall solicit donations on behalf of KTCEA unless authorized to do so by the Superintendent.
10. KTCEA will inform, serve, guide or otherwise assist donors who wish to support KTCEA's activities but never, under any circumstances, exert pressure on or unduly persuade donors

to undertake a particular action.

11. KTCEA reserves the right to accept or reject any donation and will accept donations subject to the following principles:

- Donations must not obligate KTCEA to undertake responsibilities, financial or otherwise.
- Donations must not result in unreasonable or unmanageable expenses.
- Conditions associated with a donation, if any, must be reasonable, practical, legal and ethical as determined by KTCEA.
- Donations must not result in real or potential risk to KTCEA including physical and/or environmental hazards.

12. The Superintendent will approve all donations to KTCEA.

**Sponsorships**

13. KTCEA will sponsor student and elder participation in local community events.

14. The Superintendent will approve all student and elder sponsorship.

15. Sponsorship will be limited to events for students and elders that take place within the communities of Loon River First Nation, Lubicon Lake Band, Peerless Trout First Nation, Whitefish Lake First Nation and Woodland Cree First Nation unless otherwise approved by the Superintendent.

#	Procedure	Roles & Responsibilities
1.	<p>Fundraising and Sales of Goods on School Property</p> <p>1.1 Any person fund raising or selling goods on school property without written authorization of the Principal will be asked to leave the premises.</p> <p>1.2 All monies collected shall be receipted, accounted for, and deposited as soon as possible. The deposit will be prepared and provided to the Principal for review prior to taking the deposit to the bank.</p> <p>1.3 In no case shall money be left over night in the school, except in safes/areas provided for safekeeping of valuables.</p> <p>1.4 KTCEA will not be held responsible for loss of monies left otherwise.</p> <p>1.5 On a quarterly basis, the Principals must prepare a summary of the funds received from fund raising and sale of goods on school property for submission to the Director of Finance.</p>	Principal Finance Director
2.	<p>Acceptance of Donations</p> <p>2.1 The Superintendent will review all donations to ensure their acceptance will not involve undue financial</p>	Superintendent

	<p>commitments or other obligations disproportionate to the usefulness of the donation.</p> <p>2.2 The Superintendent will review and approve all costs and requirements associated with donations and consult relevant support Branches regarding any additional costs (e.g. insurance, storage, renovations, maintenance, etc.) prior to accepting the donation.</p>	
3.	<p>Sponsorships</p> <p>3.1 The Superintendent will review and approval all sponsorships requests from individual youth/elders or their associations.</p> <p>3.2 Individual youths/elders or their associations must submit a written request for sponsorship to the Superintendent.</p>	Superintendent

**Definitions:**

**Donation** is a voluntary transfer of property without any consideration paid or exchanged by KTCEA in respect of the transfer of property. Donations can be in many forms including: cash (i.e. including cheque, money order and credit card donations), gifts-in-kind, and endowments. The terms donation and gift have been used interchangeably throughout this policy.

**Endowment** is a restricted donation made to KTCEA where the capital value is invested and held in perpetuity. The annual investment income (residual) is used for a specified educational purpose (e.g. scholarship, equipment, learning enhancements, etc.).

**Gift-in-kind** is a donation in any form other than cash that normally requires a valuation for tax receipt purposes. Examples of a gift-in-kind include equipment, software, books, artwork, publicly traded securities, real estate, collections, etc.

**References:**

**Procedure Amendments and Updates:**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services.