

## **FUNDRAISING EVENT / MONEY COLLECTING GUIDE**

The distribution of money raised through Council Fundraising efforts must be approved by the Council and the Principal. Event budget must be pre-approved by Council.

Other money collection can only take place for pre-approved events (example: pizza day, workshops).

**Money collection** method should be approved by the School Office.

- The fundraising committee or event coordinator is responsible for establishing a safe and efficient method of money collection independent of the office staff. This may include a collection box, envelope or volunteer collector.

- Funds collected requiring bank deposit need to be sorted, counted and submitted to the treasurer and include a Money Request/Deposit Form, except for donations that require tax receipt (see below).

- When money is waiting for pick up by or for the treasurer, it should be kept in the school safe with proper documentation, and the treasurer needs to be notified that it is there for deposit.

### **Minimum Documentation for committee or event organizer:**

Child's name and classroom

Purpose of donation or the money given

### **If tax receipt required:**

- Cash or cheque
- Minimum \$25
- Cheque must be made out to TDSB with KKSA and purpose in the memo line
- Each donation must contain donor's full name, address

AC 219 Form must be filled according to instructions in the Quick Tips part. Cash should be tallied and deposited on KKSA's school account. A cheque to TDSB should be written by the school for the full cash amount and submitted with the cash donors name on the AC 219 Form. (AC 219 from office)

### **Communication:**

If applicable the written consent form for the students participating in the fundraising event must be completed and signed by a parent or guardian and returned to the school one week prior to the event. (Form is from Helene)

Initial flyers, email, posters shall contain the purpose, time, what the money will be spent on, and a statement (if applicable), "Please consider supporting our fundraiser as all monies raised benefit our children and school; however you are under no obligation to participate."

Explanation of tax receipt option if applicable should also be part of all communication.

Collection sheets developed shall comply with "if tax receipt required" section.

**KKSA Council does not support or allow door to door canvassing without adult supervision!**

Toronto District School Board Fundraising Procedures Adopted: June 12, 2002 Revised: November 13, 2007, December 16, 2003 (Replaces H.019) Authorization: Executive Planning and Priority Committee (downloadable from <http://kksac.wordpress.com> right menu bar)

## FUNDRAISING CHECKLIST

Based on Toronto District School Board Fundraising Procedures Adopted: June 12, 2002 Revised: November 13, 2007, December 16, 2003 (Replaces H.019) Authorization: Executive Planning and Priority Committee (downloadable from <http://kksac.wordpress.com> right menu bar)

### Principal

- Approval of event
- Cross-reference with school initiatives (fundraising calendar and duplicated efforts)
- Decide if it is a public event or student only event
- Prepare and distribute consent forms if applicable
- Advise Office of possible new Fundraising procedures (as per TDSB)

### Office

- Approve money collection method
- Advise on tax procedures if applicable
- Provide soft copy of AC-912 forms if applicable

### Fundraising Team / Event Team

- Consult Principal*
- Prepare Calendar*
- Public or School event only (School events are not accessible to the general public)*
- Decide on incentives or what gifts will be collected from businesses etc. for what event.
- Event approval (date, how, public/school, purpose, budget) by Council and Principal*
- Develop money collection method*
- Consult Office regarding money collection, tax forms if applicable*
- Request previously approved sum from Treasurer by using Money Request Form*
- Solicit Principal, and Co-Chairs for feedback on all flyers, posters, and communication*
- Follow the “if tax receipt required” guidelines that apply
- Gifts in kind are not eligible for a charitable donation receipt.
- Arrange money collection*
- Tally money and cheques, prepare Money Request/Deposit Form*
- Keep money and cheques in school safe*
- Prepare AC-912 if applicable
- Advise Treasurer for money pick-up