



The CISDV recognizes the value and importance of fund-raising activities. However, since such activities often come with associated risks and costs, it is necessary to have regulations relating to the application, responsibilities, the handling of money, and safety and in order to ensure that such operations run smoothly, safely and consistently.

Each school must have a mechanism for monitoring the financial, health-related, and logistical aspects that relate to fund-raising activities. The school Principal is responsible for approving all activities taking place under the jurisdiction of the school.

1. The principal of each school will be responsible for approving and monitoring all fund-raising activities within the school.
2. A fund-raising activity is considered an activity whereby the revenue derived, is partly or wholly for the use of the school and its students.
3. The number of fund raising projects should be kept to a minimum, and when possible activities should be planned on a yearly basis. A list of yearly fund-raising activities should be approved by the Local School Council
4. Where a project is proposed that is of a larger nature, the Local School Council should be notified, and the following information provided:
 - outline of the activity
 - details of the objectives of the project
 - proposed method of fund raising
 - person in charge
 - estimated amount of funds to be raised
 - timeline for the activity
 - how the profits from the project will be expended on.

Reference:	Approved
	Date Approved: March 1995
Cross-reference:	Date(s) Revised: September 2007