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| <b>REPORT TO:</b>   | Thames Valley Parent Involvement Committee   |
|   | Public or In-Camera (for Board Meetings only): Public  |
| <b>TITLE OF REPORT:</b>   | School Fundraising for Capital Equipment and Capital Projects  |
| <b>PRESENTERS:</b><br><i>(list ONLY those attending the meeting)</i>          | Dave Munroe, Supervisor, Financial Services  |
| <b>REPORT AUTHORS:</b>  | Dave Munroe, Supervisor, Financial Services  |
| <b>PRESENTED FOR:</b>   | Input/Advice   |
| <b>Recommendations:</b><br><i>(only required when presented for approval)</i> | N/A  |
| <b>Purpose:</b><br><i>(include context)</i>                                   | To seek input and feedback from the Thames Valley Parent Involvement Committee (TVPIC)   |
| <b>Content:</b>   | <p>Included in this report is:</p> <ul style="list-style-type: none"> <li>• Draft procedure “School Fundraising for Capital Equipment and Capital Projects”</li> <li>• Draft procedure’s associated “Process Guide”</li> <li>• Current active procedure “Fundraising Activities and Donations for School Projects, Enhancements, Equipment and Programs”</li> </ul> <p>A copy of the draft procedure with track changes showing is not included as this document is difficult to read due to the large number of proposed changes.</p> |
| <b>Financial Implications:</b>  | N/A  |
| <b>Timeline:</b>  | Form available for input from Feb 19 <sup>th</sup> to March 14 <sup>th</sup>   |
| <b>Communications:</b>  | N/A  |
| <b>Appendices:</b>  | <ul style="list-style-type: none"> <li>• Draft version of “School Fundraising for Capital Equipment and Capital Projects” procedure</li> <li>• Draft version of the procedures accompanying “Process Guide”</li> <li>• Current “Fundraising Activities and Donations for School Projects, Enhancements, Equipment and Programs” procedure</li> </ul>   |

**Connection to Strategic Directions:**

We value students’ individual educational paths and provide the tools and resources necessary for student achievement including students with special education needs: Choose an item.

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To support student achievement, our schools and workplaces must be safe spaces for all: Yes

Our goal is to become Ontario's leader in education by fostering a culture of innovation and excellence: Choose an item.

To inform our decision-making, we will build positive, trusting relationships across our district by increasing community engagement that is accessible, accountable, and transparent: Yes

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*Revised October 2024*



**Thames Valley**  
District School Board

# **TVPIC – Seeking Input and Feedback on Draft Procedure Rewrite**

**February 19, 2025**

## Purpose

To seek feedback and input from the Committee on a draft procedure entitled “School Fundraising for Capital Equipment and Capital Projects”

## Key Points:

- If approved, this draft procedure would replace the current “Fundraising Activities and Donations for School Projects, Enhancements, Equipment and Programs” procedure
- It is proposed that this procedure would become a procedure under the existing “Collaboration Opportunities” policy

## Goal of the Draft Procedure:

- Simplify the process of fundraising for capital equipment or a capital project
- Make the procedure easier for the reader to follow
- Create a “Process Guide” that will allow greater flexibility
- Maintain the safeguards of the existing procedure

## Current Status of Draft:

The draft procedure has been reviewed by Legal and we are now seeking stakeholder feedback and input

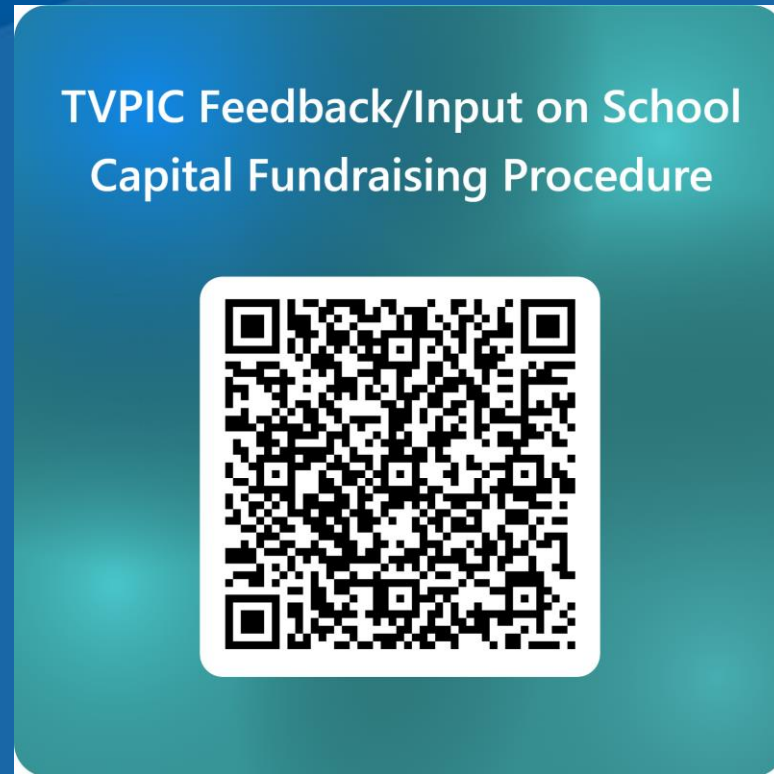
## Key Changes from Existing Procedure:

- Introduces a 6-step process for the capital fundraising procedure
- 6-step process applies to all projects; however, cost will determine which of the 3 approval levels will need to be obtained
- Fundraising Plan is required for approval to ensure the feasibility of the fundraising goal
- Recommendation to build in a contingency or “buffer” in fundraising goals recognizing the changing cost of construction materials

## Key Changes from Existing Procedure cont'd:

- Process Guide created to assist users
- Process Guide contains draft forms that fundraisers and schools will utilize throughout the process
- Long-term goal is that these forms can be made into a digital process
- Each step in the 6-step process will begin and end with the school Principal
- Procedure includes a section on maintenance and decommissioning of capital items

**To provide feedback please scan the QR code  
below before March 14, 2025**



**Your feedback is greatly appreciated!**



## School Fundraising for Capital Equipment and Capital Projects

|                   |  |
|-------------------|--|
| Procedure Number: | 1006a  |
| Procedure Owner:  | Organizational Support Services  |
| Effective Date:   | 2014 March 25  |
| Amendment Dates:  | 2025, Month Day  |
| Review Dates      | 2025, Month Day  |
| EIE Review Date:  | 2025, Month Day  |
| Resources:        | <ul style="list-style-type: none"> <li>• Ministry of Education’s 2022 Fundraising Guideline</li> <li>• For TVDSB Policies or Procedures: <ul style="list-style-type: none"> <li>○ TVDSB Procedure on General School Fundraising (4005a)</li> <li>○ TVDSB Procedure on Acceptance of Donations, Gifts and Equipment (4011a)</li> <li>○ TVDSB Procedure on Sponsorships (2029a)</li> <li>○ TVDSB Procedure on Grant Coordination for Schools and Departments (9032)</li> <li>○ TVDSB Procedure on Approval of Building and Site Alterations by Non-Facilities Staff (9016)</li> <li>○ TVDSB Procedure on Purchasing (1001a)</li> </ul> </li> </ul> |

### 1. Intent

- 1.1. This document was developed as a procedure connected to TVDSB’s Collaboration Opportunities Policy. Specifically, it addresses the governing principles, processes

and approvals required when fundraising for Supplemental Capital Equipment or for a school-based Capital Projects in excess of \$5,000.

## **2. Definitions**

- 2.1. **Capital Equipment:** Moveable equipment that can be used within the school or on the school grounds. This equipment does not require permanent installation and can either be moved from location to location or uninstalled and re-installed at a different location with minimal effort. Examples of capital equipment may include, but are not limited to, school signs, instructional technology, musical instruments, furniture, appliances, scoreboards, sounds systems, etc.
- 2.2. **Capital Projects:** Projects that include some form of construction that would enhance the existing school structure, add to, or modify the existing school grounds. Examples of capital projects may include, but are not limited to, playgrounds or play structures, greening initiatives and outdoor classrooms, sport field enhancements, outdoor track enhancements, field houses, etc..

## **3. Objective of Procedure**

- 3.1. This procedure and accompanying process guide (i.e., appendix 1) detail the governing principles regarding fundraising for Capital Equipment or Capital Projects. In addition, the procedure provides a six step process users will follow through the duration of their fundraising initiative(s).

## **4. Roles and Responsibility**

- 4.1. The Thames Valley District School Board staff including administration, school Principals, Facility Services, Financial Services, Purchasing Services, and in some instances the Board of Trustees all have responsibilities under this procedure.
- 4.2. School Board Administration, and in some instances the Board of Trustees will undertake the approval process for fundraising plans.
- 4.3. The school Principal will act as the main Board contact for:
  - 4.3.1. All aspects of any fundraising initiatives undertaken.

- 4.3.2. Board staff in relation to the acquisition of capital equipment, or for the various departments involved in the completion of a capital project.
- 4.3.3. In specific partnership arrangements, where the fundraising initiative is a collaboration between the Board and an external third party, not a specific school, a member of the Board's staff may be designated as the main point of contact.
- 4.4. Corporate board departments such as Facility Services, Financial Services, and Purchasing services will offer their services and expertise at various points within the process.

## **5. Governing Principles**

- 5.1. The Thames Valley District School Board will have complete discretion over whether to proceed with any proposed fundraising initiatives or activities relating to the acquisition of supplemental Capital Equipment or Capital Projects.
- 5.2. Fundraising in the name of the Board, a specific school, or for a specific school project, without the permission of the Board or the applicable school Principal is not permitted.
- 5.3. When a fundraising initiative is proposed for the purpose of acquiring supplemental Capital Equipment or to fund a Capital Project, the fundraising group or individual, in collaboration with the school Principal or Board staff member, must prepare a Fundraising Plan to ensure the fundraising goal is practical and achievable within an agreed upon period of time.
  - 5.3.1. In the event that a fundraising group or individual, in collaboration with the school Principal or Board staff member, are unable to achieve their fundraising goal or target by the agreed upon time outlined in the approved Fundraising Plan, the group or individual may request in writing through their school Principal or Board staff member, an extension to the timeline outlined in the Fundraising Plan. A Fundraising Plan extension requires the approval of the school Superintendent and/or the Superintendent of Facility Services.

5.3.2. The Fundraising Plan must also specify how the planned initiative will connect to the Thames Valley District School Board's Strategic Plan.

5.4. Any fundraising activities undertaken must have a clearly communicated purpose and must comply with all applicable Board policies and procedures relating to school fundraising, the acceptance of donations and sponsorship arrangements.

5.4.1. The Board will have complete discretion over the decision to accept or reject any potential donation or sponsorship arrangement.

5.4.2. The Board will have complete discretion over how any potential donors or contributors are recognized. For any potential donations or sponsorship arrangements that include a specific request relating to contributor recognition, the form and method of recognition must be approved before the acceptance of, or the agreement to, the applicable donation or sponsorship arrangement

5.4.3. Funds obtained through donations or sponsorship arrangements are the property of the Board. Funds raised for the acquisition of supplemental Capital Equipment or to fund a Capital Project must be accounted for in a separate general ledger account until the fundraising goal is achieved. The funds will then be utilized for the intended purpose

5.4.4. Fundraising groups or individuals cannot enter into any agreement, verbal or written, in the name of the school, or the Board. Only approved Board signing officers can bind the Board contractually.

5.4.5. The fundraising group or individual must work collaboratively with the school Principal or designated Board staff member on any communications relating to the fundraising activities or events. The Principal and/or Board staff member must review all communications before sent out to the broader community.

5.4.6. Where an individual donor offers to contribute a donation in excess of \$25,000, the school Principal or Board staff member must consult their Superintendent of Student Achievement and the Community and Corporate

Development Fund Officer, to determine if an individual donation agreement is required.

- 5.5. Any fundraising initiatives undertaken must be compliant with all applicable municipal, provincial, or federal legislation.
- 5.6. The initial specifications or scope of the desired supplemental Capital Equipment or Capital Project may need to be adjusted if it is determined that the fundraising goal is not achievable or the cost the equipment or project has changed substantially. In the event this situation occurs, the school Principal or Board staff member will work collaboratively with the fundraising group or individual to determine an acceptable substitute.
- 5.7. The process fundraising groups or individuals must follow, in collaboration with the school Principal or Board staff member, when fundraising for supplemental Capital Equipment or a Capital Project is outlined in the “School Fundraising for Capital Equipment and Capital Projects Process Guide.”

## **6. Fundraising for Supplemental Capital Equipment**

- 6.1. School based needs for supplemental Capital Equipment will be determined through consultation between the school Principal and the applicable fundraising group or individual.
- 6.2. If the fundraising initiative is being led by the school or School Council, any funds raised will be collected and tracked in School Generated Funds. If the fundraising goal is not achieved and/or the applicable equipment not purchased by August 31 of the school year, the school Principal must contact Financial Services to discuss the necessary steps required to ensure the funds are accounted for correctly for the Board’s fiscal year end.
- 6.3. The school Principal must discuss any planned acquisition of supplemental Capital Equipment with the site’s Facility Services Maintenance Contact. The Maintenance Contact will determine if Facility Services needs to be involved in the acquisition, installation, and/or inspection of the desired equipment.

- 6.3.1. If the desired supplemental Capital Equipment is portable instructional technology (e.g., Chromebook, iPad), the site's Facility Service Maintenance Contact does not need to be contacted. However, the school Principal must consult with the General Manager of Information Technology Services, to determine the preferred devices to use in the classroom.
- 6.4. The purchase of supplemental Capital Equipment must be completed through the Board's Purchasing department, in accordance with the Board's Purchasing Policy and Procedure.
  - 6.4.1. The Purchasing department will review to confirm that any equipment acquired meets the Board's health and safety and/or technical requirements.

## **7. Fundraising for Capital Projects**

- 7.1. A proposed Capital Project must have benefits for the school and its student population to be considered for approval.
- 7.2. The school Principal or Board staff member will determine the scope of a potential Capital Project proposal, in collaboration with applicable Board departments and the fundraising group or individual.
- 7.3. The school Principal must consult their school's Facility Services Maintenance Contact when considering a Capital Project. The Maintenance Contact will act as a resource to assist the Principal in the initial project planning, drawings, site placement, and potential cost determination of the project.
  - 7.3.1. Where the contact for the Capital Project is a Board staff member, the Board staff member will co-ordinate with the applicable Board departments on project planning, drawings, site placement, and potential cost determination.
- 7.4. The Board has complete discretion on the final scope and parameters of all Capital Projects. This includes, but is not limited to, the final design, specifications, materials, site location and time to completion. The Board will not require revisions

to the scope of a project proposed by a school Principal or Board staff member, in collaboration with any fundraising group or individual, without reasonable justification.

- 7.5. If a proposed Capital Project is to be completed in phases, each phase must be independent of the next. Each phase must be fully functional and independent of items to be completed in other phases.
- 7.6. When establishing a fundraising goal for a capital project, it is recommended that the fundraising group, in collaboration with the school Principal or Board staff member, consider the potential time needed to raise the required funds and the potential for possible price increases of the construction materials needed for the capital project.
  - 7.6.1. A reasonable contingency amount built into the fundraising goal to protect against price increases in construction material is appropriate providing it has been communicated to the contributing community how any remaining funds will be utilized after the completion of the project.
- 7.7. Due to safety concerns, the Board does not accept donations of used playground equipment or play structures.
- 7.8. School budgets are provided to meet the operational needs of a school and to facilitate the delivery of curriculum. The use of school budgets to fund a Capital Project must be avoided wherever possible and minimized if deemed necessary. Use of school budgets to fund a Capital Project requires the approval of the school Superintendent and the Superintendent of Business.
- 7.9. School Principal Discretionary funds within School Generated Funds are available for Principals to fund events or activities that benefit the student population at the school. In addition, these funds can be used for benevolent purposes to address situations of financial hardship and ensure equitable access to events and activities for all students. The use of Principal Discretionary funds to fund a capital project must be avoided wherever possible and minimized if deemed necessary. Use of Principal Discretionary funds to fund a Capital Project requires the approval of the

school Superintendent and the Superintendent of Business

7.10. For Capital Projects where the projected project cost is in excess of \$100,000, the school Principal or Board staff member, in conjunction with the school's Superintendent of Student Achievement, may approach the Thames Valley Education Foundation's (TVEF) Board of Directors to inquire if the TVEF would be willing to assist the school, fundraising group, or individual in reaching their fundraising goal.

7.10.1. If the TVEF is able and willing to assist in fundraising for the Capital Project, an agreement between the parties will be required to clearly identify each parties' respective responsibilities.

7.10.2. Subsequent to point 4.3 above, if a school undertakes a Capital Project and partners with the TVEF, all communications should include not only the school Principal or Board staff member but the Executive Director of the TVEF and a representative from the Facility Services Capital Projects team.

## **8. Maintenance and Decommissioning of Capital**

8.1. Board Facility Services Maintenance staff will co-ordinate with the school Principal to address the ongoing maintenance of capital items. Maintenance repairs required for the electrical, plumbing, or structural aspects of a capital item are supported by Facility Services.

8.1.1. Annual maintenance or replacement of consumable items are the responsibility of the school and the fundraising group or individual. These items may include, but are not limited to mulch replacement, flower planting, weeding of gardens, etc.

8.2. The Board has the right and the obligation to decommission a capital item (either Capital Equipment or the result of a Capital Project), if upon inspection the item is deemed to be unsafe or beyond its useful life. If it is determined the item is to be decommissioned, Facility Services will remove the item from the school site to ensure the continued safety of staff and students. In this scenario, the Board is under no obligation to provide a replacement capital item to take the place of the



decommissioned item.

8.2.1. The Information Technology Services department has sole discretion regarding the useful life of all Board owned technology devices and is under no obligation to provide replacement technology devices if the technology devices are decommissioned.

8.3. School Principals are to review the potential need to replace capital items with their Facility Services Maintenance Contact. This allows the school and its community the ability to plan for future needs, to ensure that capital items, if funded through capital fundraising, will always be accessible to students.

8.4. In the event of a school closure, where the school has Capital Equipment or enhancements that were the result of a Capital Project, funded through capital fundraising, the Board has the discretion to remove all or a portion of the item(s). Once removed the Board will determine where to reallocate the items based on the needs of the system. Removing all or a portion of Capital Equipment or an enhancement resulting from a Capital Project will only be completed if deemed reasonable by the applicable Board department.

## **9. Monitoring and Review**

9.1. Staff will collect ongoing feedback from users of this procedure in an effort to add efficiencies in the process where possible. Any future revisions to increase operational efficiencies will be balanced with the need to ensure there are proper approvals and procedures in place to reduce risk.

## **10. List of Appendices**

10.1. Appendix #1 – School Fundraising for Capital Equipment and Capital Projects Process Guide.

# **School Fundraising for Capital Equipment and Capital Projects**

## **Process Guide**

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## Overview

The purpose of this process guide is to assist School Principals or Board staff members (for centrally run initiatives) with the steps required in undertaking a fundraising initiative for supplemental capital equipment or a capital project (i.e., a capital fundraising initiative). The process encompasses a 6-step process as outlined below:

- Step 1 – Planning and Application
- Step 2 – Review of Application by Facility Services
- Step 3 – Obtaining the Required Approvals
- Step 4 – Financial Services Creates Specific Account (or Accounts) for the Initiative
- Step 5\* – Verification Fundraising is Sufficient to Fund Project / Phase Costs
- Step 6\* – Verification of Acquisition, Installation, and Project / Phase Completion

\*Note: Steps 5 and 6 are completed a single time for a single-phase project, or once for each respective phase in a multi-phase project.

From a workflow perspective, each step will begin with the school Principal or Board staff member forwarding the “Capital Fundraising Initiative Process Form” (Appendix C) to the appropriate contact for the intended step. Each step will conclude with the “Capital Fundraising Initiative Process Form” being returned to the school Principal or Board staff member, who can then escalate it to the appropriate contact for the following step in the process. A detailed workflow chart is provided in Appendix A.

Attached appendices are listed below for reference purposes:

- Appendix A – Workflow chart
- Appendix B – Initiative Fundraising Plan
- Appendix C – Capital Fundraising Initiative Process Form
- Appendix D – Donation Agreement
- Appendix E – Agreement with a single 3<sup>rd</sup> Party to Fundraise for a Capital Initiative
  - In the event multiple outside 3<sup>rd</sup> parties wish to partner for a specific project, Appendix E will be modified for multiple “External Parties”, such as External Party 1, External Party 2, etc.

## Step 1 – Planning and Application

In this initial step, a school Principal or Board staff member will develop the initial scope and cost estimates of the potential project through consultation with their Maintenance contact, coordinate with their fundraising group or individual to develop a fundraising plan to fund the project and complete Step 1 of the “Capital Fundraising Initiative Process Form”, forwarding it to both their Maintenance contact and their school Superintendent for sign off.

## Initial Concept

A school Principal or Board staff member may be approached by a fundraising group or individual with a potential capital fundraising initiative, or an initiative may be determined as desired through ongoing discussions with existing groups at a specific site.

In either event, the Principal or Board staff member must first consider if the proposed project is of benefit to the school or site, its student population, and the school community as a whole. If it is determined that there are benefits to move forward with the project, the Principal or Board staff member must reach out to the applicable Maintenance contact at Facility Services to discuss the potential project in detail. If the goal of the fundraising initiative is the purchase of additional instructional technology, the school's Maintenance contact does not need to be consulted. However, the school Principal should consult with the General Manager, Information Technology Services, to determine the preferred devices to use in the classroom.

The Maintenance contact will assist the school Principal or the Board staff member to ensure that the location of the resulting capital initiative is appropriate either within the school or on its grounds. The Maintenance contact will also discuss any potential work that needs to be included in the scope of the project including, but not limited to, items such as electrical connections, site grading and drainage, and any required inspections. In working with the Maintenance contact, the school Principal or the Board staff member will determine a projected cost for the capital initiative, determine if completing the project in separate standalone phases is required or beneficial, and possibly obtain some preliminary drawings or plans if deemed necessary. Note, if it is determined that an outside contractor should be consulted to prepare an initial project drawing/plan, the school or board department and the fundraising group or individual will be responsible for this cost.

It is important to note that any projected project costs obtained are simply estimates and are subject to change. External contractors only honour a quoted price for a project for a limited time, which is normally much shorter than the period of time required to fundraise the needed funds for the project. As discussed in the instructions of the "Initiative Fundraising Plan" (Appendix B), it is acceptable and reasonable to build in a contingency into the group's fundraising goal. This is to help protect against potential inflationary pressures in the cost of the item or raw materials needed for the capital initiative and/or minor unforeseen additional costs.

***As with any fundraising campaign, a clear and communicated purpose is required. Ensure the wording used for any fundraising purpose includes a statement about how any excess funds will be spent at the conclusion of the initiative or is broad enough to allow the school/site flexibility to utilize any excess funds while keeping aligned with the communicated purpose.***

## Preparing the School Fundraising Plan

Appendix B of this document is the "Initiative Fundraising Plan". This document is to be completed by the school Principal or Board staff member in collaboration with the fundraising group or individual. Its purpose is to outline how the funds to support the project will be raised. The plan can include items such as prospective grants, individual donations, specific fundraising

campaigns and events, or existing fundraising campaigns that are ongoing at a school such as hot lunches or milk programs.

The initial fundraising plan is to assist all parties involved in ensuring that the fundraising goal is obtainable, is achievable within a specified amount of time, that any fundraising campaigns or event will not conflict with other established fundraising initiatives and allows the Principal or the Board staff member and the fundraising group or individual a holistic view of the initiative.

The “Initiative Fundraising Plan” will require amendments and additions throughout the fundraising campaign. It is recognized that fundraising campaigns need to be flexible to react to variances in amount of funds raised for each fundraising event, campaign or donation. All fundraising initiatives should be discussed with the school Principal or Board staff member before any action is taken. This precaution is to safeguard all parties involved and to ensure that all events, campaigns, and initiatives are conducted with stewardship for the funds raised and are aligned with the values of the school and the Board.

The “Initiative Fundraising Plan” submitted with the Step 1 of the “Capital Fundraising Initiative Process Form” will likely vary in some form from the manner in which the actual funds are raised. Possibly, additional campaigns or initiatives may be added, additional and/or unexpected donations maybe received, and potential sponsorship arrangements may arise. Providing that all fundraising initiatives are aligned with the general parameters outlined in the Board Policy and Procedure, an amended “Initiative Fundraising Plan” does not need to be submitted. However, if the timeline required to generate the needed funds changes, an extension to the term of the “Initiative Fundraising Plan” must be approved by the school Superintendent or the Superintendent of Facility Services. Please ensure that the site’s Maintenance contact is aware of any requested and approved extensions.

#### [Submitting Step 1 of the “Capital Fundraising Initiative Process Form”](#)

When a school has determined both the scope of the planned project and the planned means to fund it, the school is ready to begin the Capital Fundraising Initiative process.

Step 1 of the “Capital Fundraising Initiative Process Form”, requires the submission of a completed Step 1 form, along with a prepared “Initiative Fundraising Plan”, and any prepared drawings and quotes to the applicable school Superintendent for review.

In the initial planning phases, school Principals or the Board staff member will have discussions with the applicable Facility Services Maintenance staff, and if the project is a school Greening project, the applicable Learning Co-ordinator for Environment Education. As it is possible that some time has passed between when these conversations occurred and the submission of Step 1 of the “Capital Fundraising Initiative Process”, Step 1 requires the review and signature of both the applicable Facility Service Maintenance contact, and if applicable, the Learning Co-ordinator for Environmental Education. The purpose of this requirement is simply to ensure that there are no major changes to the submitted plan in comparison to the plan that was discussed with each applicable Board resource. The school Principal or Board staff member must acquire these signatures before submitted Step 1 to the applicable Superintendent.

Please note, the section of Step 1 which asks for the “Estimated Project Cost Per-Phase”, is asking for the projected cost information obtained through consultation with the Facility Services Maintenance contact, not the project or phases fundraising goal as outlined in the “Initiative

Fundraising Plan”. The “Estimated Project Cost Per-Phase” must equal the “Projected Cost” section for each applicable phase on the “Initiative Fundraising Plan” before any fundraising contingency is added.

If the purpose of the fundraising initiative is to raise funds for the purchase of instructional technology, please ensure to answer “Yes” to the question “Is the goal of this initiative to purchase additional instructional technology”. In this circumstance, the review and signature under Step 1 for the applicable sites Facility Services Maintenance contact is not required. However, the school Principal, or Board staff member must discuss the initiative with the Board’s Information and Technology department and obtain a signature from the designated department representative. Step 1 is the only step in the “Capital Fundraising Initiative Process Form” that must be completed and approved for initiatives involving instructional technology. In this scenario, once Step 1 is signed off by the applicable Superintendent, the approval to begin fundraising has been given. Once the Fundraising Goal is achieved the school Principal, or Board staff member must reach out to Information Technology Services on the next steps required to acquire the desired instructional technology. The completion of all steps in the “Capital Fundraising Initiative Process Form” is required for all other capital fundraising initiatives.

Once the applicable school Superintendent has signed off on Step 1, the school Principal or Board staff member must initial and date the bottom of Step 1 to note it’s completion.

## Step 2 – Review of Application by Facility Services

The purpose of Step 2 of the “Capital Fundraising Initiative Process Form” is to ensure that any proposed initiative for a school or site will not conflict with any Facility Services plans or required work to be performed on the site.

Please send the “Capital Fundraising Initiative Process Form” Step 1 along with any supporting drawings, plans and quotes to [TBD@tvdsb.ca](mailto:TBD@tvdsb.ca) (*specific email address still TBD*).

Please note, the “Initiative Fundraising Plan” does not need to be included in the documents forwarded for approval in this section of the application.

Facility Services will note if there are any concerns with the planned project. If this section is marked “Yes”, the school or board department will need to revisit the initial plan and resubmit all required documents under step one if appropriate, as if it was a new project.

If Facility Services has no concerns regarding the nature and scope of the proposed initiative, Step 2 will be signed off by the Superintendent of Facility Services or their designate and returned to the school Principal or Board staff.

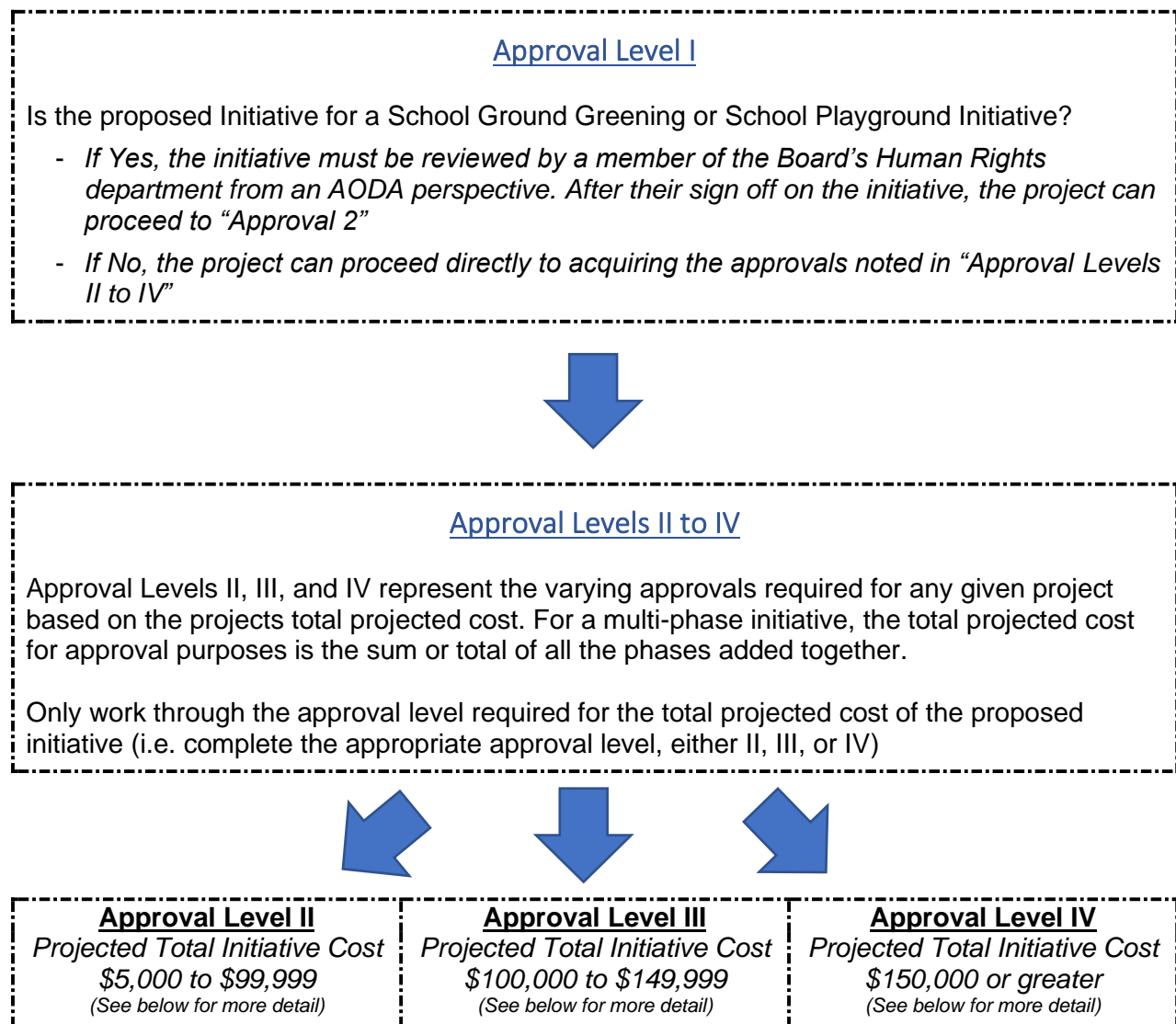
The school Principal or Board staff member must initial and date the bottom of Step 2 to note it’s completion.

## Step 3 – Obtaining Required Approvals

Step 3 of the “Capital Fundraising Initiative Process Form” focusses on obtaining all the necessary approvals needed for the initiative to move forward and for fundraising to begin for the initiative. Note, it is essential that all the required approvals are obtained before fundraising for an initiative begins. This ensures that any proposed initiative has been thoroughly reviewed before reaching out to a school community, potential donors, any grant issuing organizations, and the broader community.

The chart below demonstrates the approvals required for the initiative to move forward and for fundraising to begin. Depending on the nature of the approvals required, the site’s Superintendent (or their office) can assist obtaining the needed approvals and verifying the specific dates where the initiative was presented and/or approved by the required School Council or Board.

### Capital Fundraising Initiative Approval Chart





**Approval Level II – Projected Total Initiative Cost of \$5,000 to \$99,999**

- School Principal or Board staff member sends the completed Steps 1 and 2 of the “Capital Fundraising Initiative Process Form”, along with the “Initiative Fundraising Plan” and any drawings, site plans, and quotes to the applicable school Superintendent.
- School Superintendent reviews the proposed initiative with the Associate Director of Learning Support Services or Designate for approval.

**Associate Director Review**

- *The Associate Director of Learning Support Services Approves the initiative and signs off. Go to Approval Level V.*
- *The Associate Director of Learning Support Services Does Not Approve the project to move forward. The school Principal or Board staff member will need to make adjustments to the proposed initiative and resubmit the “Capital Fundraising Initiative Process Form” under Step 1 as a new project.*

**Approval Level III – Projected Total Initiative Cost of \$100,000 to \$149,999**

- School Principal or Board staff member sends the completed Steps 1 and 2 of the “Capital Fundraising Initiative Process Form”, along with the “Initiative Fundraising Plan” and any drawings, site plans, and quotes to the applicable school Superintendent. Also specify whether there is interest in inquiring if the Thames Valley Education Foundation can assist in the initiative.
- School Superintendent (or their office) ensure the initiative is added to an upcoming Administrative Council agenda.

**Administrative Council Review**

- *Administrative Council Approves the initiative. The school Superintendent (or their office) will note the applicable dates of presentation and approval by Administrative Council. If there is interest in asking the Thames Valley Education Foundation to assist in the initiative, proceed to the Thames Valley Education Foundation review and decision section, otherwise go to Approval Level V.*
- *Administrative Council Does Not Approve the project to move forward. The school Principal or Board staff member will need to make adjustments to the proposed initiative and resubmit the “Capital Fundraising Initiative Process Form” under Step 1 as a new project.*

**Thames Valley Education Foundation Review and Consideration (only if applicable)**

- *School Superintendent (or their office) in conjunction with the school Principal or Board staff member will co-ordinate with representatives from the Thames Valley Education Foundation, to present the initiative to their Board and request assistance.*

- Thames Valley Education Foundation Agrees to participate in the fundraising Initiative. The Executive Director will note the applicable dates of presentation and approval by the Board of Directors. Proceed to the Thames Valley District School Board of Trustees review and approval.
- Thames Valley Education Foundation Declines participating in the fundraising initiative. However, the initiative itself remains approved. Proceed to Approval Level V.

### **Board of Trustees Review and Approval**

- School Superintendent (or their office) in conjunction with the school Principal or Board staff member will co-ordinate with representatives from the Board Services, to have the initiative placed on the agenda for a Thames Valley District School Board monthly Board Meeting.
- The Thames Valley District School Board Trustees votes in favour of the initiative moving forward with the involvement of the Thames Valley Education Foundation as a partner. Proceed to Approval Level V.
- The Thames Valley District School Board Trustees votes against the initiative moving forward with Thames Valley Education Foundation as a partner. The project itself has still been approved and only the partnership with the Thames Valley Education Foundation has been precluded. Proceed to Approval Level V.

### **Approval Level IV – Estimated Total Initiative Cost is \$150,000 or greater.**

- School Principal or Board staff member sends the completed Steps 1 and 2 of the “Capital Fundraising Initiative Process Form”, along with the “Initiative Fundraising Plan” and any drawings, site plans, and quotes to the applicable school Superintendent. Also specify whether there is interest in inquiring of the Thames Valley Education Foundation can assist in the initiative.
- School Superintendent (or their office) ensure the initiative is added to an upcoming Administrative Council.

### **Administrative Council Review**

- Administrative Council Approves the initiative. The school Superintendent (or their office) will note the applicable dates of presentation and approval by Administrative Council. Due to the cost of the proposed project, the Board of Trustees must also review and approve the project.
- Administrative Council Does Not Approve the project to move forward. The school Principal or Board staff member will need to make adjustments to the proposed initiative

and resubmit the “Capital Fundraising Initiative Process Form” under Step 1 as a new project.

**Board of Trustees Review and Approval**

- School Superintendent (or their office) in conjunction with the school Principal or Board staff member will co-ordinate with representatives from the Board Services, to have the initiative placed on the agenda for a Thames Valley District School Board monthly Board Meeting.
- The Thames Valley District School Board Trustees votes in favour of the initiative moving forward with or without the involvement of the Thames Valley Education Foundation as a partner. School Principals or Board staff member must be able to present that the project and the corresponding fundraising campaign is viable with or without the involvement of the Thames Valley Education Foundation. (For example, goal is achievable under either scenario, but would be reached sooner with assistance from the Thames Valley Education Foundation).
- The Thames Valley District School Board Trustees votes against the initiative moving forward with or without the Thames Valley Education Foundation as a partner. In this scenario, if it is still believed the project would be beneficial, the school Principal or Board staff member will need to make adjustments to the proposed initiative and resubmit the “Capital Fundraising Initiative Process Form” under Step 1 as a new project.

**Thames Valley Education Foundation Review and Consideration (only if applicable)**

- School Superintendent (or their office) in conjunction with the school Principal or Board staff member will co-ordinate with representatives from the Thames Valley Education Foundation, to present to initiative to their Board and request assistance.
- Thames Valley Education Foundation Agrees to participate in the fundraising Initiative. The Executive Director will note the applicable dates of the presentation and approval by the Board of Directors. Proceed to Approval Level V.
- Thames Valley Education Foundation Declines participating in the fundraising initiative. The project itself remains approved to move forward by the school Board of Trustees. Proceed to Approval Level V.

**Approval Level V**

All capital fundraising initiatives that include partnering with an outside organization (for example, an external charity or non-for-profit business, a for profit business, or a single external donor) require a “Project Agreement” to be signed by all parties (Appendix E)

Projects completed in partnership with the Thames Valley Education Foundation and / or a local Home and School Association require a “Project Agreement” to be signed by all parties. School Councils exist as a component the Thames Valley District School Board; therefore, a

“Project Agreement” is not required for initiatives where the fundraising group is a local School Council.

**Project Agreements with outside organizations (excluding the Thames Valley Education Foundation or a Local Home and School Association)**

- If not required as a component of a previous approval level, a project that includes partnering with an outside organization that is not a Local Home and School Association, must be brought to the Thames Valley District School Board Trustees for review and approval.
- Schools regularly collaborate with their Local Home and School Association (if applicable), to better the student experience and overall student achievement at their site. A “Project Agreement” is required when partnering with a Local Home and School Association as they are a separate legal entity from the School Board. However, a continual collaborative relationship between the School Board and a Home and School Association is standard operating procedure, as such, separate review and approval by the Thames Valley District School Board of Trustees is not required.

**Board of Trustees Review and Approval (if required)**

- *School Superintendent (or their office) in conjunction with the school Principal or Board staff member will co-ordinate with representatives from Board Services, to have the initiative placed on the agenda for a Thames Valley District School Board monthly Board Meeting.*
- *The Thames Valley District School Board Trustees votes in favour of the initiative moving forward in partnership with an external third party.*
- *The Thames Valley District School Board Trustees votes against the initiative moving forward in partnership with the external third party. In this scenario, if it is still believed the project would be beneficial, the school Principal or central Board contact will need to make adjustments to the proposed initiative and resubmit the “Capital Fundraising Initiative Process Form” under Step 1 as a new project.*

**Completion of Approval Levels II to V**

Once a capital fundraising initiative has obtained all the required approvals based on its total projected cost and, if applicable, a “Project Agreement” has been signed by all parties, the school or Board department can begin fundraising for the initiative.

## Step 4 – Financial Services Creates Accounts Specifically for the Initiative

Fundraising proceeds for a capital fundraising initiative can be transferred to the school Board on a continual basis. The Board's Financial Services department will create a separate account number within our accounting records to track all fundraising proceeds received centrally. It is this account number or numbers (for a multi-phased project) that Financial Services will verify in Step 5 of the "Capital Fundraising Initiative Process Form".

In order to have the necessary account or accounts created the school Principal or Board staff member will forward completed Steps 1, 2, and 3 of the Capital Fundraising Initiative Process Form to their School Support Financial Specialist or Financial Analyst, who will co-ordinate getting a specific account or accounts created for the initiative/project.

Once the needed account number or numbers have been created, a member of the Financial Services team will populate Step 4 of the "Capital Fundraising Initiative Process Form" and forward the application back to the school Principal or Board staff member.

## Step 5 – Verification of Fundraising is Sufficient to Fund Project/Phase Costs

Once the fundraising goal is achieved, either for the project as a whole, or for a specific phase of the project, the school or site will want to acquire and/or install the items as soon as possible.

The cost for the project or phase may have changed slightly depending on the amount of time needed to raise the necessary funds. **As such the first thing the school Principal or Board staff member is required to do is re-verify the projected total cost or the projected phase cost.**

**Reach out to your site's Facility Services Maintenance contact and / or Purchasing Services (depending on the nature of the initiative) and obtain a current quote for the cost of the project or phase.**

Once you have an updated projected total cost for the project or phase there are two possible outcomes:

- The fundraising goal achieved is greater than any possible revision to the total projected cost of the project or phase. Proceed to completing "Step 5 – Verification Fundraising is Sufficient to Fund Project / Phase Costs" section and submit it to you School Support Financial Specialist or Financial Analyst for completion.
- The projected cost exceeds the current achieved fundraising goal and therefore additional fundraising is required before "Step 5 – Verification Fundraising is Sufficient to Fund Project / Phase Costs" for the project or phase can continue.

## Submitting “Step 5 – Verification Fundraising is Sufficient to Fund Project / Phase Costs” form

The form is separated into 2 sections. School Principals or Board staff member are required to complete the top section, ending with any explanation for a change in the Project Cost. This top section requires the submitter to denote whether this submission is for the project as a whole or a specific phase. The anticipated project or phase cost must be noted and if the cost has been updated since Step 1 of the “Capital Fundraising Initiative Process Form” a brief explanation should be provided if possible.

The second section of the form will be completed by Financial Services. Submit a form with the top section completed to your School Support Financial Specialist or Financial Analyst who will co-ordinate having the second section of the form complete. Financial Services will verify that the funds currently held in the account for the specific project or phase are equal to or greater than the projected cost of the project or phase. After this has been verified, the form will be returned to the school Principal or Board staff member to verify completion of the step by initialling and dating the bottom of the form.

Please note, for projects completed in phases, a separate “Step 5 – Verification Fundraising is Sufficient to Fund Project / Phase Costs” form must be completed for each phase when the funds raised exceed the projected phase cost.

## Step 6 – Verification of Acquisition, Installation, and Project / Phase Completion

The purpose of Step 6 in the “Capital Fundraising Initiative Process Form” is to:

- Verify completion of the project or applicable phase
- Provide the school Principal or Board staff member with information pertaining to any fund-raised dollars remaining and request direction.

The school Principal or Board staff member must verify with their respective Facility Services Maintenance contact that all component of the project or phase are complete. All components include acquisition, installation, any applicable inspections, etc.

If the initiative was for purchase of supplemental capital equipment, the equipment may have been charged to a school account, attached to a purchase order. In this scenario, please enter the applicable account and purchase order number in the space provided. For larger capital projects, the expenses will collect within specific accounts within Facility Services.

Once the school Principal or Board staff member has verified that all components of the project or phase are complete, the form will need to be sent to the school's/site's School Support Financial Specialist or Financial Analyst, who will co-ordinate completion of the lower section of the form.

Financial Services will also verify with Facility Services to ensure that all project or phase costs have been processed and then this amount will be compared to the balance of the account holding the fund-raising proceeds connected to the project or phase. Financial Service will return the form to the school Principal or Board staff member, noting any remaining funds available and request direction on what the school or department would like done with the additional funds.

Again, it is important that from the onset of the Capital Fundraising Initiative, any communication surrounding the use fund-raised dollars either be flexible enough to allow the school or site to use any remaining funds in a manner keeping with the communicated purpose of the fundraiser, or a specific purpose or use be defined for any remaining fund-raised dollars at the completion of the project or phase.

Upon receipt of a completed Step 6, the school Principal or Board staff member can initial and date the bottom of the form to signify the completion of the project or phase.

Any direction regarding remaining funds is to be directed to your School Support Financial Specialist or Financial Analyst. Financial Services will process any required entry to move any remaining funds to the desired location (such as a school account, another project phase account, etc.)

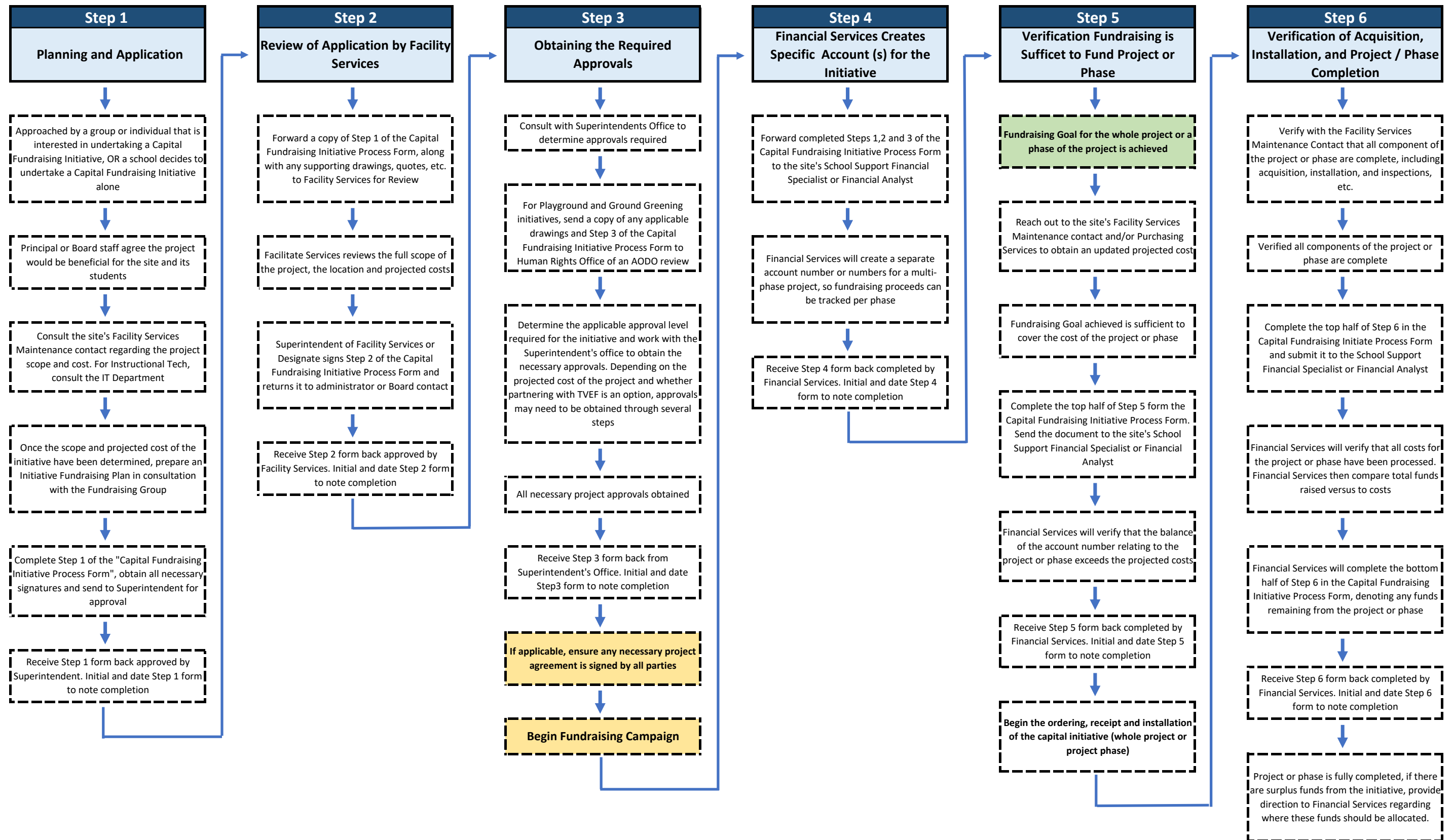
## Donation vs Project Agreements

This document contains both a sample "Donation Agreement" (appendix D) and a sample "Project Agreements" (appendix E). In the event multiple outside 3<sup>rd</sup> parties wish to partner for a specific project, Appendix E will be modified for multiple "External Parties", such as External Party 1, External Party 2, etc.

"Donation Agreements" are to be used if a single individual, or business donates an amount equal to or greater than \$25,000 to an approved Capital Fundraising Initiative.

"Project Agreements" are to be used if an outside 3<sup>rd</sup> party individual or organization wishes to partner in raising funds for a specific project or phase of a project, or, if a single individual or business wishes to donate funds that will fully fund the project or a specific phase of a project.

Appendix A – Capital Fundraising Process Workflow



**Project is not approved at any of the Steps 1 to 3**

Steps 1 to 3 of the Capital Fundraising Initiative Process Form ensure that all necessary preparations, reviews and approvals are obtained. If a project is rejected at any of these 3 stages, an amended project must begin the process again at Step 1 as a new project

**Steps 5 and 6 for multi-phase projects**

Steps 5 and 6 for multi-phase projects will need to be completed for each individual phase, when it's fundraising goal has been reached.





**Section 2 – Goal of Fundraising Initiative**

|  |  |
|--|--|
| <p><b>Describe the proposed goal of the fundraising proposal (i.e., type of supplemental capital equipment or capital project)</b></p> |  |
|--|--|

|  |  |
|--|--|
| <p><b>Describe the potential benefit to the school of achieving the fundraising goal. (i.e., acquiring the supplemental capital equipment or completing the capital project)</b></p> |  |
|--|--|

|   |  |
|---|--|
| <p><b>Which Strategic Priorities and Operational Goals does this potential project support?</b></p> |  |
|---|--|

**Are there ongoing maintenance requirements that needs to be considered?**

Yes  N/A

If there are ongoing maintenance requirements, please document the school’s and the fundraising group or individual’s plan to address the maintenance requirements below:

| Maintenance Item | Frequency Required | Plan to Address |
|------------------|--------------------|-----------------|
|                  |                    |                 |
|                  |                    |                 |
|                  |                    |                 |
|                  |                    |                 |

**Will this project be completed in phases?**  Yes  N/A

If “Yes”, please specify the number of planned phases. \_\_\_\_\_

**Note: Each phase must be fully functional and independent of items to be completed in other phases.**

**Section 3 – Plan to Raise Funds**

|                      |  |
|----------------------|--|
| <b>Date Prepared</b> |  |
|----------------------|--|

**Phase 1 or Single-phase project summary**

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| <b>Detailed description of type of supplemental capital equipment or capital project</b> |  | <b>Projected Cost</b>                 |  |
|  |  | <b>Contingency %</b>                  |  |
|  |  | <b>Fundraising Goal</b>               |  |
|  |  | <b>Projected Fundraising Timeline</b> |  |

| <b>Type of Fundraising Initiatives</b>  | <b>Projected Timeline</b> | <b>Projected Funds Raised</b> | <b>Actual Funds Raised</b> |
|---|---------------------------|-------------------------------|----------------------------|
|   |                           |                               |                            |
|   |                           |                               |                            |
|   |                           |                               |                            |
|   |                           |                               |                            |
|   |                           |                               |                            |
|   |                           |                               |                            |
|   |                           |                               |                            |
|   |                           |                               |                            |
|   |                           |                               |                            |
| <b>Total Projected and / or Actual Funds Raised</b>                                   |                           |                               |                            |
| <b>Fundraising Goal for phase 1 or for the initiative, if not a phased initiative</b> |                           |                               |                            |
| <b>Funds Projected and/or raised in excess (+) or below (-) fundraising goal</b>      |                           |                               |                            |

|                      |  |
|----------------------|--|
| <b>Date Prepared</b> |  |
|----------------------|--|

**Phase 2 Summary**

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| <b>Detailed description of type of supplemental capital equipment or capital project</b> |  | <b>Projected Cost</b>                 |  |
|  |  | <b>Contingency %</b>                  |  |
|  |  | <b>Fundraising Goal</b>               |  |
|  |  | <b>Projected Fundraising Timeline</b> |  |

| Type of Fundraising Initiatives   | Projected Timeline | Projected Funds Raised | Actual Funds Raised |
|---|--------------------|------------------------|---------------------|
| <i>Excess funds raised from Phase 1</i>   | <i>N/A</i>         |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
| <b>Total Projected and/or Actual Funds Raised</b>                                     |                    |                        |                     |
| <b>Fundraising Goal for phase 1 or for the initiative, if not a phased initiative</b> |                    |                        |                     |
| <b>Funds Projected and/or Raised in excess (+) or below (-) fundraising goal</b>      |                    |                        |                     |

|                      |  |
|----------------------|--|
| <b>Date Prepared</b> |  |
|----------------------|--|

**Phase 3 Summary**

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| <b>Detailed description of type of supplemental capital equipment or capital project</b> |  | <b>Projected Cost</b>                 |  |
|  |  | <b>Contingency %</b>                  |  |
|  |  | <b>Fundraising Goal</b>               |  |
|  |  | <b>Projected Fundraising Timeline</b> |  |

| Type of Fundraising Initiatives   | Projected Timeline | Projected Funds Raised | Actual Funds Raised |
|---|--------------------|------------------------|---------------------|
| <i>Excess funds raised from Phase 2</i>   | <i>N/A</i>         |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
| <b>Total Projected and / or Actual Funds Raised</b>                                   |                    |                        |                     |
| <b>Fundraising Goal for phase 1 or for the initiative, if not a phased initiative</b> |                    |                        |                     |
| <b>Funds Projected and/or Raised in excess (+) or below (-) fundraising goal</b>      |                    |                        |                     |

|                      |  |
|----------------------|--|
| <b>Date Prepared</b> |  |
|----------------------|--|

**Phase 4 Summary**

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| <b>Detailed description of type of supplemental capital equipment or capital project</b> |  | <b>Projected Cost</b>                 |  |
|  |  | <b>Contingency %</b>                  |  |
|  |  | <b>Fundraising Goal</b>               |  |
|  |  | <b>Projected Fundraising Timeline</b> |  |

| Type of Fundraising Initiatives   | Projected Timeline | Projected Funds Raised | Actual Funds Raised |
|---|--------------------|------------------------|---------------------|
| <i>Excess funds raised from Phase 3</i>   | <i>N/A</i>         |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
| <b>Total Projected and / or Actual Funds Raised</b>                                   |                    |                        |                     |
| <b>Fundraising Goal for phase 1 or for the initiative, if not a phased initiative</b> |                    |                        |                     |
| <b>Funds Projected and/or Raised in excess (+) or below (-) fundraising goal</b>      |                    |                        |                     |

|                      |  |
|----------------------|--|
| <b>Date Prepared</b> |  |
|----------------------|--|

**Phase 5 Summary**

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| <b>Detailed description of type of supplemental capital equipment or capital project</b> |  | <b>Projected Cost</b>                 |  |
|  |  | <b>Contingency %</b>                  |  |
|  |  | <b>Fundraising Goal</b>               |  |
|  |  | <b>Projected Fundraising Timeline</b> |  |

| Type of Fundraising Initiatives   | Projected Timeline | Projected Funds Raised | Actual Funds Raised |
|---|--------------------|------------------------|---------------------|
| <i>Excess funds raised from Phase 4</i>   | <i>N/A</i>         |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
|   |                    |                        |                     |
| <b>Total Projected and / or Actual Funds Raised</b>                                   |                    |                        |                     |
| <b>Fundraising Goal for phase 1 or for the initiative, if not a phased initiative</b> |                    |                        |                     |
| <b>Funds Projected and/or Raised in excess (+) or below (-) fundraising goal</b>      |                    |                        |                     |

### Fundraising Goal Summary

|   |  |
|---|--|
| <b>Total Projected Funds Raised (sum of all phases)</b>                         |  |
| <b>Total Fundraising Goal (sum of all phases)</b>                               |  |
| <b>Funds Projected to be raised in excess (+) or below (-) fundraising goal</b> |  |

*Please Note: If the total fundraising goal is in excess of \$100,000, the school or department, in collaboration with the fundraising group or individual has the option to inquire if the Thames Valley Education Foundation (TVEF) would be willing to assist in achieving the fundraising goal. The Thames Valley Education Foundation is a separate charitable organization from the Board and has its own governing Board of Directors. If a fundraising goal is in excess of \$100,000 and there is a desire to ask for the assistance of TVEF, this must be noted on the application. The school Principal or Board staff member and the applicable Superintendent of Student Achievement will co-ordinate presenting the fundraising initiative to the TVEF Board of Directors for their consideration.*

### Section 4 – Review Verification of Applicable Board Policies and Procedures

**Fundraising activities at the school level are governed by the Thames Valley District School Board policies and procedures listed below:**

- General School Fundraising Policy and Procedure
- Acceptance of Donation, Gifts and Equipment Policy and Procedure
- Sponsorship Procedure
- Grant Coordination for Schools and Departments Independent Procedure
- School Fundraising for Capital Equipment and Capital Projects

School Principal or Board Staff Member (for centrally organized initiatives)

- I verify that I have reviewed the above listed Thames Valley District School Board policies and procedures in collaboration with the fundraising group or individual
- I believe the goal of this fundraising initiative (i.e., the purchase of supplemental Capital Equipment or the completion of a Capital Project) will benefit the school and/or enhance the student experience. I support this initiative.



## **Guide to Completing your Initiative Fundraising Plan**

### **Section 1 - School and Fundraising Group or Individual Information**

Section 1 of the “Initiative Fundraising Plan” collects data regarding the fundraising group that the school or Board will be working with through the Capital Fundraising Initiative. This includes key contacts of any potential groups such as the President, Vice President, and Treasurer of an applicable parent group (either School Council, or Home and School Association)

### **Section 2 - Goal of Fundraising Initiative**

Section 2 focusses on the proposed “Capital Fundraising Initiative” itself. Specifically, what the proposed initiative is, how it will benefit the school or site and the student population. If there are any ongoing maintenance issues with a proposed project, for example regular weeding or additional mulch with a Ground Greening Project, these items must be noted in the plan and addressed on an ongoing basis.

Lastly, clarification if the “Capital Fundraising Initiative” will be completed in a single phase or completed in separate and individual phases. If a project is going to be completed in phases it is important to note that each phase must be fully functional and independent of items to be completed in other phases.

### **Section 3 – Plan to Raise Funds**

Section 3 provides a planning area for the school Principal or Board staff member to plan how the funds to support the project or phases of the project will be obtained. The “Initiative Fundraising Plan” provides space for up to 5 separate phases for any given capital project. If a project is to be completed in a single phase, only the first page of Section 3 must be completed. Each subsequent phase has its own page up to a maximum of 5 phases.

The Planning area requires information such as a description of the project or phase, the projected cost of the project or phase, the projected timeline to raise the funds, and whether a contingency percentage is being added to the projected cost to protect against future price changes and overall inflation. The projected cost of a project or phase plus any added fundraising contingency equal the project or phases fundraising goal.

Specific sources of fund-raised dollars can be entered into Section 3, or each respective phase. Examples of sources of funding include but are not limited to, specific grants, specific fundraising initiatives within the school community, an ongoing fundraiser conducted at the school level, such as a milk program or hot lunch program, with all or a portion of the proceeds going to support the initiative.

Each area of Section 3 contains an “Actual” column which is there as a potential resource to the school, department and fundraising group or individual, so they can compare anticipated fund raising amounts versus actual funds raised. Completion of this component is optional and can not be done until the Capital Fundraising Initiative has been approved to begin fundraising. It is an option available to assist in tracking dollars raised for the project or each phase of the project. All “Actual Funds Raised” columns must be blank when submitting the “Initiative Fundraising Plan” to the applicable school Superintendent as a component of “Step 1 Planning and Application”.

For multi-phase projects, each sheet in Section 3 contains a row that will carry forward any funds raised in a previous phase that are above the Fundraising Goal. This will allow for more accurate planning of dollars raised for each respective phases' Fundraising Time Period". Please note that it is possible to raise sufficient funds to fully support Phase 1 of a project and a component of Phase 2 of a project in the Fundraising Timeline provided for Phase 1.

The final component of Section 3 totals the "Projected Funds Raised" for all phases of a project versus the "Fundraising Goal" for all phases, to verify that the collective "fundraising Goal is achieved, irrespective of the timing of receipt of funds.

#### **Section 4 - Review Verification of Applicable Board Policies and Procedures**

Section 4 of the Capital Fundraising Initiative requires the school Principal or the Board staff member to verify that they have reviewed all applicable Board Policies and Procedures listed in collaboration with the Fundraising Group or individual.

Once Section 4 of the "Initiative Fundraising Plan" had been completed, the "Initiative Fundraising Plan is ready to be submitted as a component of Step 1 of the "Capital Fundraising Initiative Process Form".

Appendix C – Capital Fundraising Initiative Process Form

**Capital Fundraising Initiative Process Form**

|                         |
|-------------------------|
| <b>Site Information</b> |
|-------------------------|

---

*School/Site Name*

---

*Principal/Board Staff Member*

**Step 1 – Planning and Application**

**Brief Description of the Fundraising Goal (i.e., equipment or capital project)**

**Will this Project be completed in phases?**       Yes       No

**Projected Cost Per-Phase**

*(In the event of a single-phase project, please put full project cost on “Phase 1” line below)*

|                      |       |                    |
|----------------------|-------|--------------------|
| Project or Phase 1   | _____ | Description: _____ |
| Phase 2              | _____ | Description: _____ |
| Phase 3              | _____ | Description: _____ |
| Phase 4              | _____ | Description: _____ |
| Phase 5              | _____ | Description: _____ |
| Total Projected Cost | _____ |                    |

**Is this project for School Ground Greening?**       Yes       No

If the project is for “School Ground Greening” the application requires verification from an Environmental Education Learning Co-ordinator, that they have been in consultation with the school and have reviewed and/or assisted in the proposed project layout.

**I verify that I have been in consultation with the school or the applicable department regarding this proposed project and agree that its current scope meet the requirements deemed necessary by Learning Support Services**

Environmental Education  
Learning Co-ordinator

**Is the goal of this initiative to purchase additional instructional technology?**

Yes       No

*Note: If you answered “Yes” to the above questions, the initiative does not require Maintenance Supervisor sign off. Please review the “School Fundraising for Capital Equipment and Capital*

*Projects Process Guide ” document for the processes established by the Information Technology department for the acquisition of instructional technology*

**Application Sign Off by Maintenance Contact or Information Technology Contact**

**I verify that I have been in consultation with the school or the applicable department regarding this initiative and the above description and projected costs are fair and reasonable**

Maintenance or Information  
Technology Contact

**Application Sign Off by Superintendent**

**I verify that I have reviewed the application as well as the school’s initiative fundraising plan and all supporting documentation provided. I support this project moving forward.**

School Superintendent

**Step 2 – Review of Application by Facility Services**

All sections of this Step are to be completed by Facility Services staff with the exclusion of the verification of Step 2 completion at the bottom of the page.

**Project Classification**

- Greening Project       School Sign       Playground Project
- Field Enhancement       Other (complete "Description" below)

Description for "Other" Projects: \_\_\_\_\_

**Are there concerns with this initiative that would require the school to return to the planning stages to make needed amendments?**

- Yes       No       Initiative can not move forward

Rationale for initiative to return to planning stages or inability to move forward

*Note: If "Amendments" are required to the details of the initiative (e.g., scope, site location, design, equipment type, etc.), the school will need to revisit the initial plan and resubmit all required documents under step one, as if it was a new project. A representative from Facility Services will detail any items of concern that require amendments to the initial plan, or the rationale for an initiative's inability to move forward.*

**Facility Services Review of Project Scope and Location**

**I verify that from a Facility Services perspective there are no concerns with the scope of this project being undertaken at the specified location**

\_\_\_\_\_  
Superintendent of Facility Services or Designate

**Step 3 – Obtaining the Required Approvals**

**Approvals Required are based on the Scope and Amount of the Project**

Approvals required will vary depending on the type and scope of the project. Please check all those that apply below and work with your Superintendent to obtain the required approvals for any areas where “Yes” was selected.

**I. Is this application for a School Greening Project or School Playground Project?**

- Yes       N/A

If you selected “Yes”, please obtain verification from the Board’s Human Rights Office that your proposed project has been reviewed and meets our current AODA requirements.

**I verify that the proposed project has been reviewed and has been deemed acceptable from an AODA perspective**

Designated representative  
from the Human Rights  
Office

\_\_\_\_\_

-----

**II. Is the projected cost for the proposed project between \$5,000 and \$99,999?**

- Yes       N/A

All proposed projects with an estimated total cost between \$5,000 and \$99,999 require the review and approval of the Associate Director of Learning Support Services or Designate.

**I verify that I have reviewed the proposed project and in consultation with the School Superintendent deem this project approved.**

Associate Director of  
Learning Support Services or  
Designate

\_\_\_\_\_

-----

**III. Is the projected cost for the proposed project between \$100,000 and \$149,999?**

- Yes       N/A

All proposed projects with an estimated total cost between \$100,000 and \$149,999 require the review and approval of Administrative Council.

Administrative Council reviewed  
the proposed project on

\_\_\_\_\_

*(Date)*

Administrative Council Approved  
the proposed project on

\_\_\_\_\_

*(Date)*

**I verify that the project obtained the approval of Administrative Council on the date noted above**

\_\_\_\_\_ School Superintendent

Is the applicant wishing to partner with the Thames Valley Education Foundation for this initiative?

- Yes
- N/A

**If the applicant selected “N/A” and the School Superintendent has verified the project was approved by Administrative Council, the applicant is approved to begin their fundraising initiatives.**

If the applicant selected “Yes”, the applicant must:

- Inquire with the Thames Valley Education Foundation Board of Directors if they would be interest in collaborating on this proposed project and the corresponding fundraising initiative.
- Obtain approval from the Thames Valley District School Board Trustees to partner with the Thames Valley Education Foundation on the project.

**Thames Valley Education Foundation Participation**

Thames Valley Education  
Foundation reviewed the  
proposed project on

\_\_\_\_\_

*(Date)*

Thames Valley Education  
Foundation approved partnering  
for the proposed project on

\_\_\_\_\_

*(Date)*



**I verify that the Board of Directors has approved partnering with the applicant for this proposed project and corresponding fundraising initiative**

\_\_\_\_\_ Executive Director, TVEF

**Thames Valley District School Board Trustee Approval**

Thames Valley District School Board Trustees reviewed the proposed project and partnership with TVEF on \_\_\_\_\_  
(Date)

Thames Valley District School Board Trustees approved the proposed project and partnership with TVEF on \_\_\_\_\_  
(Date)

**I verify that the project obtained the approval of Board of Trustees to partner with the Thames Valley Education Foundation on the date noted above**

\_\_\_\_\_ School Superintendent

-----

**IV. Is the projected cost for the proposed project is \$150,000 or greater?**

- Yes       N/A

All proposed projects with an estimated total cost is \$150,000 or greater, the applicant is required to obtain the review and approval of Administrative Council.

Administrative Council reviewed the proposed project on \_\_\_\_\_  
(Date)

Administrative Council Approved the proposed project on \_\_\_\_\_  
(Date)

**I verify that the project obtained the approval of Administrative Council on the date noted above**

\_\_\_\_\_ School Superintendent

Is the applicant wishing to partner with the Thames Valley Education Foundation for this initiative?

- Yes
- N/A

**If the applicant selected “N/A” and the School Superintendent has verified the project was approved by Administrative Council, the applicant is then required to obtain approval by the Board of Trustees.**

If the applicant selected “Yes”, the applicant must:

- Inquire with the Thames Valley Education Foundation Board of Directors if they would be interest in collaborating on this proposed project and the corresponding fundraising initiative.

**Thames Valley Education Foundation Participation**

Thames Valley Education Foundation reviewed the proposed project on \_\_\_\_\_  
(Date)

Thames Valley Education Foundation approved partnering for the proposed project on \_\_\_\_\_  
(Date)

**I verify that the Board of Directors has approved partnering with the applicant for this proposed project and corresponding fundraising initiative**

\_\_\_\_\_ Executive Director, TVEF

All projects with a projected cost in excess of \$150,000, require the approval for the Thames Valley DSB Board of Trustees, whether the applicant partners with the Thames Valley Education Foundation or undertakes the initiative alone.

**Thames Valley District School Board Trustee Approval**

Thames Valley District School Board Trustees reviewed the proposed project and partnership with TVEF on

\_\_\_\_\_

*(Date)*

Thames Valley District School Board Trustees approved the proposed project and partnership with TVEF on

\_\_\_\_\_

*(Date)*

**I verify that the project obtained the approval of Board of Trustees on the date noted above**

\_\_\_\_\_ School Superintendent

-----

**V. Is the project being completed in partnership with an external third-party organization that is neither the Thames Valley Education Foundation or a local Home and School Association?**

- Yes       N/A

Projects where the Thames Valley District School Board is partnering with an external third-party organization that is neither the Thames Valley Education Foundation or a local Home and School Association, require the approvals noted above (based on proposed project cost) and approval by the Board of Trustees.

**Thames Valley District School Board Trustee Approval**

Thames Valley District School  
Board Trustees reviewed the  
proposed project and  
partnership with third party

\_\_\_\_\_

*(Date)*

Thames Valley District School  
Board Trustees approved the  
proposed project and  
partnership with third party

\_\_\_\_\_

*(Date)*

**I verify that the project obtained the approval of Board of Trustees to partner with the specified third party organization on the date noted above**

\_\_\_\_\_

School Superintendent

**Once all necessary approvals have been obtained, your school and fundraising group are approved to begin fundraising for this initiative.**

**Step 4 – Financial Services Creates Specific Account (or Accounts) for the Initiative**

**The following accounts have been created to track the funds raised for this initiative.**

Financial Services will set up multiple accounts for a multi-phase project and a single account for non-phased projects.

|           |       |             |       |
|-----------|-------|-------------|-------|
| Account 1 | _____ | Description | _____ |
| Account 2 | _____ | Description | _____ |
| Account 3 | _____ | Description | _____ |
| Account 4 | _____ | Description | _____ |
| Account 5 | _____ | Description | _____ |

Date of account(s) creation \_\_\_\_\_ Financial Analyst's Initials \_\_\_\_\_

**Step 5 – Verification Fundraising is Sufficient to Fund Project / Phase Costs**

**Congratulations on achieving your fundraising goal!**

**Before acquisition and/or installation can begin Financial Services is required to verify the funds in the project account (or account related to the specific phase of the project) are sufficient to cover the anticipated costs.**

**Project and Phases**

Full Project or Phase 1       Phase 2       Phase 3       Phase 4       Phase 5

Date Submitted \_\_\_\_\_

Project/Phase Cost *(revised cost if required)* \_\_\_\_\_

Has the Project/Phase Cost been revised from Step 1       Yes       N/A

*To be completed by the school Principal or Board staff member for centrally lead initiatives*

Explanation for change in Project Cost *(Complete only if above is "Yes")*

GL Account Number \_\_\_\_\_

Current Balance of Account \_\_\_\_\_

Finance Verification of Funds *(Equal to or greater than Fundraising Goal)*  
 Verified  
 Balance not Sufficient

*To be completed by a representative from Financial Services*

Financial Services Staff Signature \_\_\_\_\_

If the above submission has been verified by Financial Services, the project or project phase is cleared to move to the acquisition and/or installation stage. If Financial Services noted that the "Balance not Sufficient" to fund the project, please resubmit after the account balance is greater than the Project cost.

**Principal Verification – Step 5 Project or Specified Phase complete**

Principal Initials:

Date:

**Step 6 – Verification of Acquisition, Installation, and Project / Phase Completion**

**Project and Phases**

- Full Project or Phase 1
- Phase 2
- Phase 3
- Phase 4
- Phase 5

**Where the project/phase costs charged to a school account or did Facility Services absorb the cost.**

- School Account
- Facility Services

If charged to a School Account, please enter the applicable account and PO numbers below.

Your site’s Facility Services Maintenance contact will be able to verify if all components of the project or phase has been complete. Note all components includes any items or steps required to deem the initiative ready for student/staff use, this includes acquisition, installation, inspections, etc.

**Through consultation with our Facility Services Maintenance contact, I can verify that all components of this project and/or phase are complete**

School Principal / Board Staff  
contact

---

**Financial Services will complete the section below** and return to the School Principal / Board staff member for directions on any project funds remaining after all expenses have been funded.

All project/phase costs have been accounted (*Determined in consultation with Facility Services*)  Verified

Total Project/Phase Cost \$ \_\_\_\_\_

Account # for funds raised for Initiative \_\_\_\_\_

Funds remaining after all project/phase costs \$ \_\_\_\_\_

**Please inform Financial Services as to where any remaining funds are to be allocated.**

**Principal Verification – Step 6 Project or Specified Phase complete**

Principal Initials:

Date:

## Appendix D – Sample Donation Agreement

### DONOR AGREEMENT

Agreement Date: **Month, Day, 20[●]**

**TO:** \_\_\_\_\_ (Hereinafter “Donor”)  
(Insert Donor Legal Name)

\_\_\_\_\_  
(Insert Donor Address: Street, City, Province, Postal Code)

We are very grateful for your interest in making a donation in the amount of \$ \_\_\_\_\_ (your “Donation”) to Thames Valley District School Board (“**TVDSB**”) for purposes of funding the project (the “**Project**”) described in Schedule 1 attached. We would like to take this opportunity to confirm our agreement with respect to your Donation and the Project. Your signing this Donor Agreement will evidence your acceptance of and agreement to the following:

#### 1. GENERAL PARAMETERS

1.1 Your Donation is being accepted pursuant to TVDSB’s policy and procedure entitled “Fundraising Activities and Donations for School Projects, Enhancements, Equipment and Programs” (the “**Policy and Procedure**”), as published on TVDSB’s website. The Donation and the Project will be subject to the Policy and Procedure.

#### 2. TIME PARAMETERS

2.1 **[Note to draft: Insert time parameters for the Donation and completion of Project to be set forth in this section. The timing should be in alignment with the parameters of the fundraising plan outlined at Appendix B of the ‘School Fundraising for Capital Equipment and Capital Projects Process Guide]**

#### 3. DONOR RECOGNITION AND ANNOUNCEMENTS

3.1 **[Note to draft: If Donor wants recognition, insert particulars as to Donor recognition commitments on the part of TVDSB. Particulars will vary depending on the circumstances.]**

3.2 **[If Donor does not want recognition, then use this language]** No public announcements regarding your Donation or the Project shall be made, by way of press release or otherwise, until you and we have agreed to the content of any such announcements and the manner of release of same.

#### 4. CHARITABLE RECEIPTS

4.1 **[Note to draft: This section should include particulars as to the agreed-upon arrangements for the issuance of a charitable receipt by TVDSB to the Donor. Involvement of TVDSB Business Services required.]**



**5. TVDSB’S DISCRETION IN RESPECT OF THE PROJECT**

5.1 Although the Project is described in Schedule 1 attached, it is understood and agreed that TVDSB shall have complete discretion over the manner of the completion of the Project, including, without limitation, the ultimate design, specifications, parameters and/or construction of the Project, as well as the materials to be used in connection therewith.

5.2 The acceptance of your donation shall not create any obligation to continue to operate the **[Insert name of applicable school]** or any part thereof.

5.3 You acknowledge and understand that all applicable TVDSB policies and procedures, including its purchasing policies, are required to be followed in connection with the completion of the Project.

**6. GOVERNING LAW**

6.1 This Donor Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

**7. ACCEPTANCE**

7.1 To the extent you are in agreement with the terms and conditions of this Donor Agreement, please execute both copies of this Donor Agreement we have provided to you, retain one (1) copy for your records and return one (1) copy to the TVDSB.

**TO: THAMES VALLEY DISTRICT SCHOOL BOARD**

The undersigned hereby accepts and agrees to all of the terms and conditions set forth above in this Donor Agreement.

**[INSERT NAME OF DONOR HERE]**

Per: \_\_\_\_\_  
Name:  
Title:

**THAMES VALLEY DISTRICT SCHOOL BOARD**

Per: \_\_\_\_\_  
Name:  
Title:

**PROJECT**

**[Note to draft: Insert description of Project.]**

Appendix E – Sample Project Agreement – Single 3<sup>rd</sup> Party

**Single Party Project Agreement**  
**Fundraising Initiative for Capital Equipment or a Capital Project**

The Thames Valley District School Board is grateful and appreciative of your organization’s interest in undertaking a fundraising initiative to support the acquisition of supplemental capital equipment or to support the capital project detailed within this agreement.

**1. PARTIES**

**School Board**                      Thames Valley District School Board  
*(Hereinafter called the “School Board”)*

**External Group,  
 Organization or  
 Individual**                      \_\_\_\_\_  
*(Hereinafter called “External Party”)*

**2. SITE PARTICULARS**

The “School Board” and the “External Party” (hereinafter collectively referred to as the “Parties”) agree that all funds raised through this partnership are to be used for the purchase of supplemental capital equipment or for the completion of a capital project at the following site or sites.

**Site(s) Name:**                      \_\_\_\_\_  
*(Hereinafter called the “Site”)*

The supplemental capital equipment or capital project to be funded through this partnership is:

|   |              |
|---|--------------|
| <b>Description of<br/>desired capital<br/>equipment or<br/>capital project<br/>being undertaken</b> | Item 1 _____ |
|   | Item 2 _____ |
|   | Item 3 _____ |
|   | Item 4 _____ |
|   | Item 5 _____ |

**3. BOARD DISCRETION REGARDING PROJECT**

3.1 The “External Party” agrees that the School Board will have complete sole and subjective discretion regarding all aspects of the initiative/project, including, but not limited to, the scope, placement, design, materials used, cost and vendors or suppliers utilized.

- 3.2 The “External Party” will review any prepared initiative/project drawings or site plans and offer suggestions that they feel would be beneficial to the initiative/project. The final decision to accept or reject any suggestions or recommendations from the “External Party” vests in the sole and subjective discretion of the “School Board”.
- 3.3 The “External Party” agrees that the participation in this initiative/project shall not obligate the “School Board” to continue to operate any specific “School Board” site or school. “School Board” staff will endeavour to ensure that any “site” selected for this initiative/project, is not currently planned or may reasonable be known to be currently considered for closure or re-purposing by the “School Board”.
- 3.4 The “External Party” acknowledges that all “School Board” policies and procedures, including any and all applicable legislation, regulatory codes, regulations or other requirements at law will be followed in connection to the completion of this project.

#### **4. APPROVAL OF / AND APPROACH TO FUNDRAISING**

- 4.1 The “External Party” agrees that all necessary “School Board” approvals must be obtained, as outlined in the applicable “School Board” policy, procedure, and accompanying process guides before fundraising is permitted to begin.
- 4.2 The “External Party” agrees that the “School Board” must approve all separate fundraising proposals connected to this initiative or project, to ensure that the method of fundraising is aligned with the “School Boards” mission, vision, and values as well as being in compliance with the School Board’s obligations at law.
- 4.3 The “External Party” agrees that the “School Board” has both the authority and the right to direct the “External Party” to cease fundraising efforts, if it is determined by the “School Board”, acting in its’ sole and subjective discretion, that the “External Party” has failed to abide by the terms of this agreement.
- 4.4 The “External Party” agrees that the “School Board” has no obligation to provide staff, volunteers, or to provide funding in support of a fundraising proposal or initiative.
- 4.5 The “External Party” agrees that fundraising conducted on “School Board” property may require the “External Party” to obtain a Community Use permit, as per the School Board’s Community Use of Buildings, Facilities and Equipment policy and procedure.
- 4.6 The “External Party” acknowledges that they are not permitted to enter into any 3<sup>rd</sup> party agreements, either written or oral, on behalf of the “School Board” and further acknowledges that only specified members of the “School Board” senior administration have the authority to bind the “School Board”.

#### **5.0 Communication and Fundraising Marketing**

- 5.1 The “External Party” agrees that all external communications relating to the initiative/project outlined in this agreement must be reviewed and agreed upon by a designated member of the “School Board” before being released to the public.
- 5.2 The “External Party” agrees that all event advertising and/or materials relating to the initiative/project outlined in this agreement must be reviewed and agreed upon by a designated member of the “School Board” before being released to the public.
- 5.3 The “External Party” agrees that all forms of fundraising communications, event materials, and event advertising must clearly communicate the purpose of the fundraising initiative to the public. The “School Board” and the “External Party” agree to develop standard wording pertaining to the purpose of the fundraising campaign.

## **6.0 Donations, donor recognition, charitable receipting**

- 6.1 The “External Party” agrees that in the event a large contribution is provided by a single donor, either an individual, group of individuals, a business, or a partnership or group of businesses, a separate and independent Donation Agreement maybe required as per the School Fundraising for Capital Equipment and Capital Projects policy and procedure. A designated representative of the “School Board” will determine if a separate and independent Donation Agreement is required.
- 6.2 The “External Party” agrees that all forms of donor and/or partnership recognition is under the authority of the “School Board”. The “School Board” must review and approve all proposed forms and methods of donor recognition before any recognition is implemented or agreed to.
- 6.3 The “School Board” is a registered charity and as such has an obligation to exercise its charitable function under the guidelines and directives of the Canada Revenue Agency. All School Board policies and procedures pertaining to the receipt of donations must be followed. The \_\_\_\_\_ will be the sole issuer of charitable tax receipts related to this project.
- 6.4 Contributions qualifying for a charitable tax receipt, under the guidelines and directives of the Canada Revenue Agency, will be receipted, if requested by the donor, and providing the contribution is greater than \$20.

## **7.0 Indemnity and insurance**

- 7.1 Subject to the approvals and other requirements within this agreement, the “External Party” is solely responsible for the planning, promotion, and management of all Fundraising Activities. None of TVDSB, its trustees, officers or employees are responsible for any injury, loss or damage sustained by the “External Party”, your respective representatives, any donor, any contributor, or any participant in any Fundraising Activity

7.2 The “External Party” agrees to indemnify and save harmless the “School Board”, its trustees, officers and employees, against and in respect of any loss, damage, claim, action, suit, proceeding, deficiency or expense, arising from any negligence and/or breach of this agreement by the “External Party”, their representatives, agents, contributors, participants, such loss and damages which may include, but not be limited to:

- any and all out of pocket costs and expenses
- all reasonable accounting fees
- all reasonable legal fees relating to, or in connection with
  - any actions of the “External Party”, your respective representatives, or any fundraising activity
  - any loss or damage suffered by a person participating in, or contributing to any fundraising activity
  - any actions of the “External Party”, your respective representatives, that breach any terms, conditions, or requirements of this project agreement

7.3 The “External Party” agrees that it shall, until such time as the initiative/project is completed and for a period of six (6) months thereafter, take out and maintain in full force and effect general liability insurance written on a comprehensive basis with coverage for any occurrence or claim of not less than \$2,000,000.00. All such insurance shall be with insurers that the “School Board” deem acceptable and on such terms and conditions as the “School Board” may reasonably require. Such insurance shall name the “School Board” as additional insureds.

7.4 Evidence of such insurance must be provided to the initiative/project’s designated “School Board” contact within 10 days of your acceptance of this Project Agreement. The “School Board” is entitled to request, from time to time, evidence from the “External Party”, that evidence of such insurance is being maintained.

## **8.0 Sole Agreement**

8.1 This instrument is the sole agreement among the parties with respect to the above detailed initiative/project.

## **9.0 Agreement Acceptance**

9.1 Executed as of the **latest** date set forth opposite the signatures of each of the parties below:

The undersigned hereby accepts and agrees to all of the terms and conditions set forth above in this Project Agreement.

**[INSERT NAME OF "EXTERNAL PARTY" HERE]**

Per: \_\_\_\_\_

Name:

Title:

**THAMES VALLEY DISTRICT SCHOOL BOARD**

Per: \_\_\_\_\_

Name:

Title:

|              |  |                |                      |
|--------------|--|----------------|----------------------|
| Title        | <b>FUNDRAISING ACTIVITIES AND DONATIONS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS</b>  | Procedure No.  | <b>1006a</b>         |
| Department   | <b>ORGANIZATIONAL SUPPORT SERVICES</b>   |                |                      |
| Reference(s) | Ministry Of Education's 2012 Fundraising Guideline<br>Fundraising Projects For Schools Policy and Procedure<br>Acceptance Of Donations, Gifts and Equipment Policy and Procedure<br>Partnerships and Sponsorships Policy and Procedure<br>Grant Coordination For Schools and Departments Policy and Procedure<br>Approval Of Building and Site Operations By Non-Facility Staff Independent Procedure<br>Student Awards, Scholarships, Bursaries and Loans Policy and Procedure<br>Purchasing Policy and Procedure | Effective Date | <b>2014 March 25</b> |

**1.0 APPLICATION**

1.1 This Procedure applies to fundraising activities of, and donations from, individuals, organizations, community groups and Thames Valley District School Board (“**TVDSB**”) school groups, for specifically identified school projects, enhancements, equipment or programs (“**Projects**”) benefitting TVDSB. For purposes of this Procedure, the term “**Group**” means:

- 1.1.1 a donor who wishes to donate funds or property to a Project, without undertaking any fundraising activities;
- 1.1.2 a group, independent of TVDSB, who wishes to undertake fundraising activities for a Project; or
- 1.1.3 a group (acting under the control and direction of the principal of the school in such a manner as to comply with the insurance coverage requirements of Ontario School Boards’ Insurance Exchange), who wishes to undertake fundraising activities for a Project.

|                   |  |
|-------------------|--|
| Administered By   | <b>ORGANIZATIONAL SUPPORT SERVICES</b> |
| Amendment Date(s) |  |

- 1.2 In connection with section 1.1.3 above, no principal shall have any obligation to undertake control and direction of any fundraising activities. Should a principal be prepared to undertake the control and direction of fundraising activities, those arrangements will require the prior written approval of the applicable Superintendent of Student Achievement and TVDSB's Associate Director Learning Support Services. In certain circumstances in this Procedure, the term "**School Based Groups**" is used to describe Groups engaging in fundraising activities under the approved control and direction of a principal. If a school council is interested in undertaking fundraising activities and the principal of the school does not participate, the school council will not be a "School Based Group" under this Procedure. If the members of that school council still wish to undertake fundraising activities, they will be required to comply with this Procedure as a "Group" and will not be acting as a school council.
- 1.3 In circumstances where a Group wishes to donate to or undertake fundraising activities for a Project intended to provide for the basic needs of students (e.g. a breakfast program), the Principal of the school involved shall use all reasonable efforts to assist such Group in understanding and complying with this Procedure in order to help foster the success of such Project on an efficient and streamlined basis. On the advice and recommendation of the Superintendent of Student Achievement for the school in question, the Associate Director Learning Support Services may exempt a donor or Group from compliance with any of the requirements of this Procedure, in circumstances where the proposed Project provides for the basic needs of students and the Associate Director Learning Support Services otherwise determines that it would be in the best interests of students to provide such exemption.
- 1.4 This procedure does not apply to fundraising events or activities undertaken for the benefit of organizations other than TVDSB (e.g. United Way fundraising activities).
- 1.5 The establishment of awards, scholarships, bursaries and loan funds from the community to recognize student achievement, good citizenship qualities and to support student financial needs is addressed in TVDSB's policy and procedure entitled "Student Awards, Scholarships, Bursaries and Loans". TVDSB has recognized Thames Valley Education Foundation as the vehicle to administer all new student awards, scholarships, bursaries and loans.
- 1.6 This Procedure does not apply to Projects estimated to involve less than \$5,000.00.
- 1.7 This Procedure does not apply to the general annual fundraising activities of Home and School associations and School Councils, so long as such activities are not being undertaken and announced as being for purposes of a specifically identified Project.



## **2.0 ADMINISTRATIVE PROCEDURES AND MONETARY THRESHOLDS**

- 2.1 TVDSB has developed different administrative processes for fundraising activities and donations for Projects, based on specified dollar thresholds, the nature of the Group involved and whether fundraising activities are involved. Those processes are summarized in the schematics attached as Appendices A, B, C, D, E, F, G, H and I to this Procedure. More specifically:
- 2.1.1 Appendix A summarizes the process for fundraising activities by Groups, other than School Based Groups, for Projects estimated to involve \$5,000.00 or more and up to \$49,999.00.
  - 2.1.2 Appendix B summarizes the process for fundraising activities by School Based Groups for Projects estimated to involve \$5,000.00 or more and up to \$49,999.00.
  - 2.1.3 Appendix C summarizes the process involved for donations made directly towards Projects estimated to involve \$5,000.00 or more and up to \$49,999.00 and which are not made in connection with or in the context of fundraising activities.
  - 2.1.4 Appendix D summarizes the process for fundraising activities by Groups, other than School Based Groups, for Projects estimated to involve \$50,000.00 or more and up to \$99,999.00.
  - 2.1.5 Appendix E summarizes the process for fundraising activities by School Based Groups for Projects estimated to involve \$50,000.00 or more and up to \$99,999.00.
  - 2.1.6 Appendix F summarizes the process involved for donations made directly towards Projects estimated to involve \$50,000.00 or more and up to \$99,999.00 and which are not made in connection with or in the context of fundraising activities.
  - 2.1.7 Appendix G summarizes the process for fundraising activities by Groups, other than School Based Groups, for Projects estimated to involve \$100,000.00 or more.
  - 2.1.8 Appendix H summarizes the process involved for fundraising activities by School Based Groups for Projects estimated to involve \$100,000.00 or more.
  - 2.1.9 Appendix I summarizes the process involved for donations made directly towards Projects estimated to involve \$100,000.00 or more and which are not made in connection with or in the context of fundraising activities.

2.2 Appendices A, B, C, D, E, F, G, H and I are incorporated by reference into this Procedure and all processes, requirements and approvals specified therein shall apply, regardless of whether same are addressed in the body of this Procedure.

### **3.0 THAMES VALLEY EDUCATION FOUNDATION**

3.1 Appendices G and H to this Procedure contemplate the possible involvement of Thames Valley Education Foundation (“**TVEF**”), in the context of fundraising activities directed towards Projects estimated to involve costs of \$100,000.00 or more. To the extent TVEF is prepared to become involved with such fundraising activities, the Group or School Based Group, as applicable, will be required to comply with all applicable requirements, policies and procedures of TVEF, and to obtain all approvals required by TVEF, including all TVEF requirements, policies, procedures and approvals similar to those contemplated in this Procedure. The requirements of TVEF will be specified in the Project Agreement to be entered into with TVEF (and TVDSB in the case of non-School Based Groups), as contemplated in Appendices G and H, as applicable. In certain cases, the requirements of TVEF may replace or supersede the requirements of TVDSB, however, the Project Agreement shall clarify those cases. TVEF is an autonomous organization and any decision by it to be involved with any fundraising activities or Project lies entirely with TVEF, in its discretion.

### **4.0 APPLICATION OF TVDSB POLICIES AND PROCEDURES; AUTHORITY OF TVDSB**

4.1 All proposed and actual fundraising activities and donations directed towards Projects, shall be subject to the terms and requirements of: this Procedure; all other applicable TVDSB policies and procedures; and, such administrative determinations and requirements as may be made by TVDSB, from time to time and as contemplated by this Procedure. Groups shall be responsible for ensuring that their respective personnel, officers, directors, agents and volunteers (together, “**Representatives**”), adhere to and abide by the terms of this Procedure.

4.2 While TVDSB is grateful for the good intentions of all Groups, due to the regulatory imperatives of boards of education, as well as TVDSB’s own mission and values:

4.2.1 TVDSB will have complete discretion over any decision to accept any donation or to sanction any particular fundraising activities;

4.2.2 TVDSB will have complete discretion over any decision to proceed with any proposed Project, as well as discretion over all aspects thereof;

4.2.3 TVDSB will have complete discretion over any decisions regarding donor and contributor recognition;

- 4.2.4 any funds or property provided to TVDSB becomes the property of TVDSB;
  - 4.2.5 TVDSB shall have complete discretion and control over the manner in which any Project is completed, including, if applicable, the ultimate design, specifications and schedule for completion;
  - 4.2.6 TVDSB shall have complete discretion and control over the use of any Project;
  - 4.2.7 all of TVDSB's policies and procedures, including its purchasing policies, must be followed in connection with the completion of Projects, as applicable; and
  - 4.2.8 to the extent that insufficient funds are generated for a particular Project, within such time frame as may be specified by TVDSB, the funds that are generated will be used for the general purposes of the school for which the funds were generated, as approved in the manner contemplated in Appendices A, B, D, E, G or H, as applicable
- 4.3 As contemplated in Appendices A through I, inclusive, Groups wishing to undertake fundraising activities or to donate to a Project are required to prepare and submit a proposal (a "**Proposal**") in the form attached as Appendix J to this Procedure (and which forms part of this Procedure). In considering whether to entertain any Proposal, TVDSB shall consider, among other things:
- 4.3.1 consistency of the proposed Project with TVDSB's needs, requirements, programs, mission and values;
  - 4.3.2 the overall benefit of the Project to students' educational experience;
  - 4.3.3 the proposed location of the proposed Project in the context of the school property and any repercussions;
  - 4.3.4 safety, security and maintenance issues and requirements; and
  - 4.3.5 TVDSB standards generally.
- 4.4 If a Project is intended to be completed in stages, the Proposal must set out the proposed time parameters, fundraising activities and financial aspects for each stage. Each stage must be independent of the next and leave the facility fully operational at the completion of each stage.
- 4.5 TVDSB shall have absolute discretion in deciding to work with, sanction the efforts of, or accept donations or contributions from, any Group. In exercising such discretion, TVDSB will consider, among other things, the reputation, nature, structure and capabilities of the Group.

## **5.0 MINISTRY OF EDUCATION FUNDRAISING GUIDELINE**

5.1 The Ministry of Education has issued its 2012 Fundraising Guideline (the “**Guideline**”), which is applicable to all donations and fundraising activities contemplated herein. Groups should know that the Guideline provides, among other things, that funds raised for school purposes:

5.1.1 should not be used to replace public funding for education; and

5.1.2 should not be used to support items funded through provincial grants, such as classroom learning materials, textbooks and repairs or for capital projects that significantly increase operating costs.

## **6.0 APPROVAL OF FUNDRAISING ACTIVITIES**

6.1 Specific identified school project fundraising activity to be undertaken by a Group must be approved by the Superintendent of Student Achievement for the school in question. Groups are required to submit to the Superintendent of Student Achievement for the school in question, a detailed proposal for each proposed fundraising activity not less than one (1) month prior to the date on which the proposed activity is to commence or occur. Such proposal shall include: a comprehensive description of the proposed activity; details with respect to the staffing of the activity; particulars with respect to the insurance obtained in respect of the activity by the Group; details of all applicable regulatory issues impacting the proposed activity, including, any required licenses or permits; and, a proposed budget for the activity detailing anticipated revenues and expenses. Groups shall not proceed with any particular fundraising activity, unless it has received the written approval from TVDSB. A template for fundraising activities is attached as Appendix K to the Procedure.

6.2 Without in any way limiting TVDSB’s discretion to approve or disallow any particular fundraising activity, Groups should understand that:

6.2.1 door to door canvassing by elementary students is not permitted. Secondary student canvassing is to occur during daylight hours and will require a minimum of two (2) students of the school in question to canvas together;

6.2.2 written consents of parents/guardians must be obtained for all students participating in fundraising activities outside of the school. The form of any such consents, as well as a description of the proposed process for obtaining such consents, shall be provided to TVDSB, along with the applicable fundraising activity proposal referred to above. Such consents shall not be used until approved for use, in writing, by TVDSB;

6.2.3 products to be sold in connection with any fundraising activity may not be sent home with students without prior written parental consent;

- 6.2.4 all fundraising activities must be consistent with the mission and values of TVDSB, as well as the image TVDSB wishes to portray. Without in any way limiting the foregoing, no activities involving firearms (including paintball), tobacco or sexual content will be permitted;
  - 6.2.5 products to be sold in connection with any fundraising activity shall: be of good quality; provided by reputable companies; in keeping with community standards of propriety; and, reflective of and consistent with TVDSB's values;
  - 6.2.6 no incentive or reward program may be undertaken in connection with any fundraising activity, unless approved by the Superintendent of Student Achievement of the School in question. The payment of finder's fees, commissions and other payments based on either the number or value of donations or contributions received is not permitted;
  - 6.2.7 telephone and electronic solicitations for the sole purpose of soliciting donations or contributions will not be permitted;
  - 6.2.8 TVDSB will not provide any Group with information with respect to potential donors or contributors;
  - 6.2.9 no fundraising activity can be for the benefit of any organization other than TVDSB (or TVEF in circumstances where it is involved); and
  - 6.2.10 no fundraising activity involving gambling (which involves the distribution of cash to participants) or the consumption of alcohol can be undertaken in circumstances where any TVDSB students would be in attendance.
- 6.3 TVDSB shall have the right, in its absolute discretion, to disallow any proposed fundraising activity. In considering a proposed fundraising activity, consideration shall be given, among other things, to the following:
- 6.3.1 student and community safety;
  - 6.3.2 the image, mission and values of TVDSB;
  - 6.3.3 general risk and liability issues;
  - 6.3.4 timing and frequency of proposed fundraising activities;
  - 6.3.5 involvement of school facilities;
  - 6.3.6 sensitivity to local business and community issues; and
  - 6.3.7 impact on students and staff.

6.4 TVDSB shall not have any obligation to provide any staff or volunteers for fundraising activities.

6.5 Should any fundraising activity contemplate the use of any TVDSB facility, the Group wishing to use same will be required to obtain a Community Use Permit for such use in the usual fashion and pursuant to TVDSB's Community Use of Buildings, Facilities and Equipment (Rental and Lease Agreements) Policy and Procedure.

**7.0 REGULATORY COMPLIANCE, INSURANCE AND FUNDRAISING AND ACCOUNTABILITY STANDARDS**

7.1 Groups are responsible for ensuring that all of their activities, including fundraising activities, are undertaken in accordance with all applicable laws, regulations, by-laws and other regulatory requirements of all levels of government. Groups are responsible for obtaining all necessary or advisable permits, licences and insurance (including, without limitation, completing all necessary applications therefore), for their activities, including, fundraising activities. Unless a Group is a School Based Group, such permits, licences and insurance must be issued in the name of the Group and under no circumstances should same be obtained or issued in the name of TVDSB.

7.2 Should TVDSB be prepared to approve a particular fundraising activity, it reserves the right to dictate the requirements of any insurance to be obtained by the Group, including, without limitation, the types of insurance, the levels of coverage and the requirement to name TVDSB as an additional insured. In certain circumstances, the fundraising activities of a School Based Group may be covered by insurance carried by TVDSB; however, as part of the approval process for any fundraising activity, the Principal and the Superintendent of Student Achievement will be required to confirm the acceptability of all insurance arrangements relating to the proposed fundraising activities of such School Based Group.

7.3 Groups shall be required to submit copies of any permit, licence and evidence of insurance they obtain in respect of any fundraising activity to the Principal and the Superintendent of Student Achievement, not less than two (2) weeks prior to the commencement of the fundraising activity for which it is obtained. To the extent that the Principal and the Superintendent of Student Achievement are not satisfied with such permit, licence or evidence of insurance, TVDSB shall have the authority to restrict the proposed fundraising activity.

7.4 Groups shall be responsible for paying all amounts associated with obtaining any permits, licences or insurance referred to above.

7.5 Other than in circumstances where TVDSB's existing insurance covers the fundraising activities of a School Based Group, TVDSB will not obtain insurance

in respect of any fundraising activity and it must be understood that TVDSB's insurance will not cover a Group's fundraising activities.

- 7.6 Groups should understand that lottery type activities (including, without limitation, "break opens", "Nevadas" and "pull tabs"), are subject to particularly stringent regulatory requirements, including the requirements of the Alcohol and Gaming Commission of Ontario ("**AGCO**") and, in some cases, municipal regulations. If approved, a Group permitted to undertake a lottery type activity shall be solely responsible for complying with all of the aforementioned requirements. While TVDSB may not necessarily approve a lottery type fundraising activity, information on conducting and managing same can be found in the "Lottery Licencing Policy Manual" published by AGCO on its website under the section "Charitable Gaming Lottery Licencing".
- 7.7 Without in any way limiting the provisions of this Procedure, all Groups permitted to undertake fundraising activities shall adopt and follow the following standards, which have been adapted from certain fundraising and financial accountability guidelines published by national philanthropic organizations:
- 7.7.1 A Group shall demonstrate the transparency and accountability through accurate and accessible disclosure of information.
- 7.7.2 A Group and its Representatives shall disclose, upon request, the capacity of any person purporting to be acting on behalf of the Group.
- 7.7.3 A Group shall not make claims that are misleading.
- 7.7.4 A Group shall encourage donors and contributors to seek independent advice if the Group has any reason to believe that donor's or contributor's donations or contributions might significantly affect the donor's or contributor's financial position.
- 7.7.5 A Group shall honour all donor's and contributor's requests to remain anonymous.
- 7.7.6 The privacy of donors and contributors shall be respected. Donor and contributor records that are maintained by a Group shall be kept confidential to the greatest extent possible and the Group shall not otherwise trade or share its fundraising lists with other organizations (other than TVDSB). Donors and contributors shall have the right to see their own donor and contributor record, and to challenge the accuracy thereof.
- 7.7.7 Solicitations by or on behalf of a Group shall treat donors and contributors, and prospective donors and contributors, with respect. Every effort shall be made to honour donor and contributor requests to:
- a. limit the frequency of solicitations;

- b. not be solicited by telephone or other technology;
- c. receive printed materials concerning the Group and its activities (which materials must be approved by TVDSB); and
- d. discontinue solicitations where it is indicated that they are unwanted or a nuisance.

7.7.8 A Group shall respond promptly to any complaint by a donor or contributor, or a prospective donor or contributor, concerning the activities of the Group and shall provide particulars of any such complaints to the Principal and the Superintendent of Student Achievement.

7.7.9 A Group and its Representatives shall not accept donations or contributions for purposes that are inconsistent with the applicable Project.

7.7.10 To the extent that a Group's fundraising activities involve the sale of any products, clear disclosure should be provided to any buyers thereof of the net proceeds to be contributed towards the applicable Project.

7.7.11 A Group shall accurately and in all circumstances disclose all costs associated with its fundraising activities.

7.7.12 A Group shall regularly review the cost effectiveness of its undertakings and activities, and shall provide regular reports in respect thereof to the Principal and the Superintendent of Student Achievement.

## **8.0 THIRD PARTY AGREEMENTS**

8.1 Groups may not enter into any written or oral agreements which purport to bind or could be reasonably inferred to bind TVDSB. Any agreement which relates to a Group's undertakings or activities and which purports to bind TVDSB: must be in writing; must be approved by TVDSB's Associate Director Learning Support Services; and, must be executed in accordance with applicable TVDSB requirements. TVDSB reserves the right to decline to enter into any agreement which a Group submits for approval.

8.2 Except for the principal of the school in question in specific circumstances involving School Based Groups which have been approved in writing by TVDSB's Associate Director Learning Support Services, in no case may a Group or its Representatives attempt to act as, or purport to act as, agents or representatives of TVDSB. Except for the principal of the school in question in specific circumstances involving School Based Groups which have been approved in writing by TVDSB's Associate Director Learning Support Services, all persons must understand that neither a Group nor its Representatives have any official capacity with TVDSB.



## 9.0 EVENT MATERIALS APPROVALS

- 9.1 All marketing and advertising materials (“**Event Materials**”), such as letters, flyers, posters, videos, etc., as well as all publicity plans, for all fundraising activities must be approved for use by the applicable Superintendent of Student Achievement, prior to use, regardless of whether such materials make reference to TVDSB or one of its schools.
- 9.2 Except for specific circumstances involving School Based Groups which have been approved in writing by TVDSB’s Associate Director Learning Support Services:
  - 9.2.1 communications by a Group and its Representatives, as well as all Event Materials will be required to reflect that TVDSB is only the beneficiary of the Group’s fundraising activities;
  - 9.2.2 TVDSB cannot appear to be in partnership with a Group or its Representatives (other than a School Based Group);
  - 9.2.3 a Group shall ensure that none of its Representatives represent or hold themselves out as having any authority to act on behalf of TVDSB; and
  - 9.2.4 Groups should not provide any information regarding the Board, without the express written approval of the respective party.
- 9.3 TVDSB cannot appear to be in partnership with any Group’s donors or contributors.
- 9.4 TVDSB may refuse involvement in, and the use of its name and logo in connection with, any fundraising activity that does not, or the Event Materials for which do not, meet with its approval (as provided, in writing by TVDSB’s Associate Director Learning Support Services), and may relinquish support of any fundraising activity that does not comply with the policies, procedures, criteria and guidelines of TVDSB, from time to time, and may do so without liability or obligation. In such circumstances, the Group shall ensure that the fundraising activity for which support has been withdrawn does not proceed.
- 9.5 TVDSB’s and its schools’ logos are the sole property of TVDSB and may only be used with the express written permission of TVDSB (as provided, in writing by TVDSB’s Associate Director Learning Support Services). Usage is limited to the specific Event Materials TVDSB has approved.
- 9.6 If TVDSB will not receive all of the proceeds from a fundraising activity, due to the costs of the fundraising activity, that fact must be clearly stated on/in all Event Materials. In circumstances where the exact percentage of the benefit to be received by TVDSB will not be known until after the fundraising activity in question, all Event Materials for that fundraising activity must include wording to the effect that charitable receipts will be issued for a portion of the contributions.

The exact wording will vary depending on the particular fundraising activity and TVDSB's Business Services Department will need to be involved in reviewing any such wording.

- 9.7 Notwithstanding any other provision this Procedure, any Event Materials for a fundraising activity which involves the consumption of alcohol must include, in clearly visible text, an acceptable version of the following: "Thames Valley District School Board asks that you please drink responsibly".
- 9.8 All Event Materials must comply with all applicable TVDSB policies, procedures, guidelines and directives, as may be established from time to time.

#### **10.0 DONOR/CONTRIBUTOR RECOGNITION COMMITMENTS**

- 10.1 No commitments with respect to donor or contributor acknowledgments or recognitions may be approved by a Group. All such acknowledgments or recognitions are subject to the express written approval of TVDSB's Associate Director Learning Support Services. TVDSB's Associate Director Learning Support Services will evaluate the potential for donor or contributor acknowledgments or recognitions and may make such determinations in respect thereof as they may, in their absolute discretion, make. In making such determinations, TVDSB's Associate Director Learning Support Services shall consider, among other things, consistency with their respective mission, vision and values.

#### **11.0 FUNDS MANAGEMENT REQUIREMENTS FOR GROUPS**

- 11.1 Groups shall comply with Appendix L hereto, entitled "Funds Management Requirements for Groups" (and which forms part of this Procedure). Appendix L shall not apply to home and school associations who are members in good standing with the Ontario Federation of Home and School Associations ("**OFHSA**"); provided that, a home and school association involved in fundraising activities shall, upon request, provide TVDSB with evidence of such Home and School association being a member in good standing with OFHSA.

#### **12.0 CHARITABLE RECEIPTS**

- 12.1 TVDSB is mindful of its status as a charitable organization. Groups must understand and accept that in order to maintain its status as a charitable organization, TVDSB must comply with all applicable regulatory requirements, including, without limitation, any applicable guidelines or directives issued by Canada Revenue Agency ("**CRA**"). Without limiting the foregoing, CRA has published "Fundraising by Registered Charities-Guidance" (Reference No. CPS-028, effective June 11, 2009) and "Additional Information on Guidance CPS-028, Fundraising by Registered Charities", which provide clarification and guidance fundraising by registered charities. TVDSB will be mindful of these materials, among others, in its various deliberations under this Procedure. TVDSB shall be

entitled to satisfy itself that no fundraising activities, nor any donations or contributions, might cause TVDSB to be in breach of any CRA requirements and TVDSB shall have authority to disallow any activity, donation, contribution or arrangement as it may determine based on any related concerns.

- 12.2 Each Group must understand and accept that it has no authority to represent or otherwise promise that charitable receipts will be issued in respect of any donations or contributions, unless TVDSB's Business Services Department has reviewed and approved the specific circumstances in which any such representation may be made. Issuing improper charitable donation tax receipts can put TVDSB's charitable status in jeopardy.
- 12.3 TVDSB will issue charitable receipts in accordance with its policies, procedures and practices, as well as applicable regulatory requirements.
- 12.4 Any charitable receipts which TVDSB may be prepared to issue will be required to take into account any benefit received by the donor or contributor in connection with the funds advanced by them and that the amount of any such benefit will be deducted when issuing a charitable receipt (e.g. event ticket sale).
- 12.5 Charitable receipts for gifts in-kind will only be issued in accordance with applicable CRA rules and guidelines.
- 12.6 TVDSB will not issue charitable receipts in connection with sponsorships or the acquisition of auction items.
- 12.7 To the extent that TVEF becomes involved in fundraising activities, TVEF's policies, procedures, requirements and determination with respect to charitable receipts will apply and will be specified in the Project Agreement to be entered into between the Group, TVDSB and TVEF.

### **13.0 GENERAL REPORTING**

- 13.1 In addition to providing TVDSB with the reports and other materials contemplated elsewhere in this Procedure, Groups shall:
  - 13.1.1 provide TVDSB with such periodic reports with respect to the Group's fundraising activities as TVDSB may require from time to time; and,
  - 13.1.2 provide TVDSB with reasonable notice of any proposed cancellation of any fundraising activity and cooperate with TVDSB in the communication of such cancellation to the broader community and any other parties who might have been involved or participated therein.

## **14.0 INDEMNITY AND INSURANCE**

- 14.1 Subject to the approvals and other requirements contemplated in this Procedure, a Group is solely responsible for the planning, promotion and management of its fundraising activities.
- 14.2 Other than in respect of the fundraising activities of a School Based Group (and then only as is otherwise determined at law), neither TVDSB nor its trustees, directors, officers, or employees shall be responsible for any injury, loss or damage sustained by a Group, its Representatives, any donor, contributor or any participant in any fundraising activity or efforts.
- 14.3 Groups undertaking fundraising activities (other than School Based Groups), will be required to indemnify and save harmless TVDSB and its trustees, directors, officers and employees (together, the “**Indemnitees**”), against and in respect of any loss, damage, claim, action, suit, proceeding, deficiency or expense (together and individually, a “**Claim**”), including any and all out of pocket costs and expenses, including, without limitation, all reasonable legal and accounting fees relating to, arising from or in connection with: (i) any acts of that Group or its Representatives or any fundraising activity, including, without limitation, in respect of any loss or damage suffered by a person participating in or contributing to any fundraising activity; and (ii) that Group’s or its Representative(s) breaching or failing to comply with any of the terms, conditions or requirements of this Procedure or any agreement or letter of understanding it may have with TVDSB.
- 14.4 A Group (other than a School Based Group) undertaking fundraising activities for a Project having an estimated cost of \$50,000.00 or more, shall, until such time as the applicable Project is completed and for a period of six (6) months thereafter, take out and maintain in full force and effect general liability insurance written on a comprehensive basis with coverage for any occurrence or Claim of not less than \$2,000,000.00. All such insurance shall be with insurers and shall be on such terms and conditions as TVDBS may reasonably require. Such insurance shall be required to name TVDSB as and additional insured. TVDSB shall be entitled to request, from time to time, evidence that such insurance has been obtained and is being maintained.

## **15.0 PUBLICITY**

TVDSB shall be permitted, but not required, to include and/or feature a Group’s fundraising activities in TVDSB publications and on TVDSB websites.

## **16.0 PRIVACY**

In undertaking fundraising activities, a Group shall ensure compliance with all applicable privacy laws and shall do so in a manner which enables it to comply with all of the Group’s reporting obligations contemplated in this Procedure.

## **17.0 TVDSB DISCRETION IN RESPECT OF PROJECTS**

- 17.1 TVDSB shall have complete discretion over the manner of the completion of any Project, including, without limitation, the ultimate design, specifications, parameters and/or construction of any Project, as well as the materials to be used in connection therewith, as applicable. A Group and its Representatives shall not make any representations and warranties to any parties as to the ultimate outcome of a Project. No promises shall be made to any person to the effect that such person shall be entitled to have use of any aspect of any Project. To the extent that a Group is not successful in meeting its fundraising goals, the funds actually raised will be used for the general purposes of the school in question, in the discretion of TVDSB.
- 17.2 While TVDSB is grateful for Groups' interests in supporting Projects, TVDSB must maintain its autonomy in respect of its operations, including, without limitation, TVDSB's autonomy over its physical assets. In this regard, the acceptance of any funds or donations by TVDSB shall not create any obligation to continue to operate any school or any part thereof for any period of time.

**APPENDIX A**

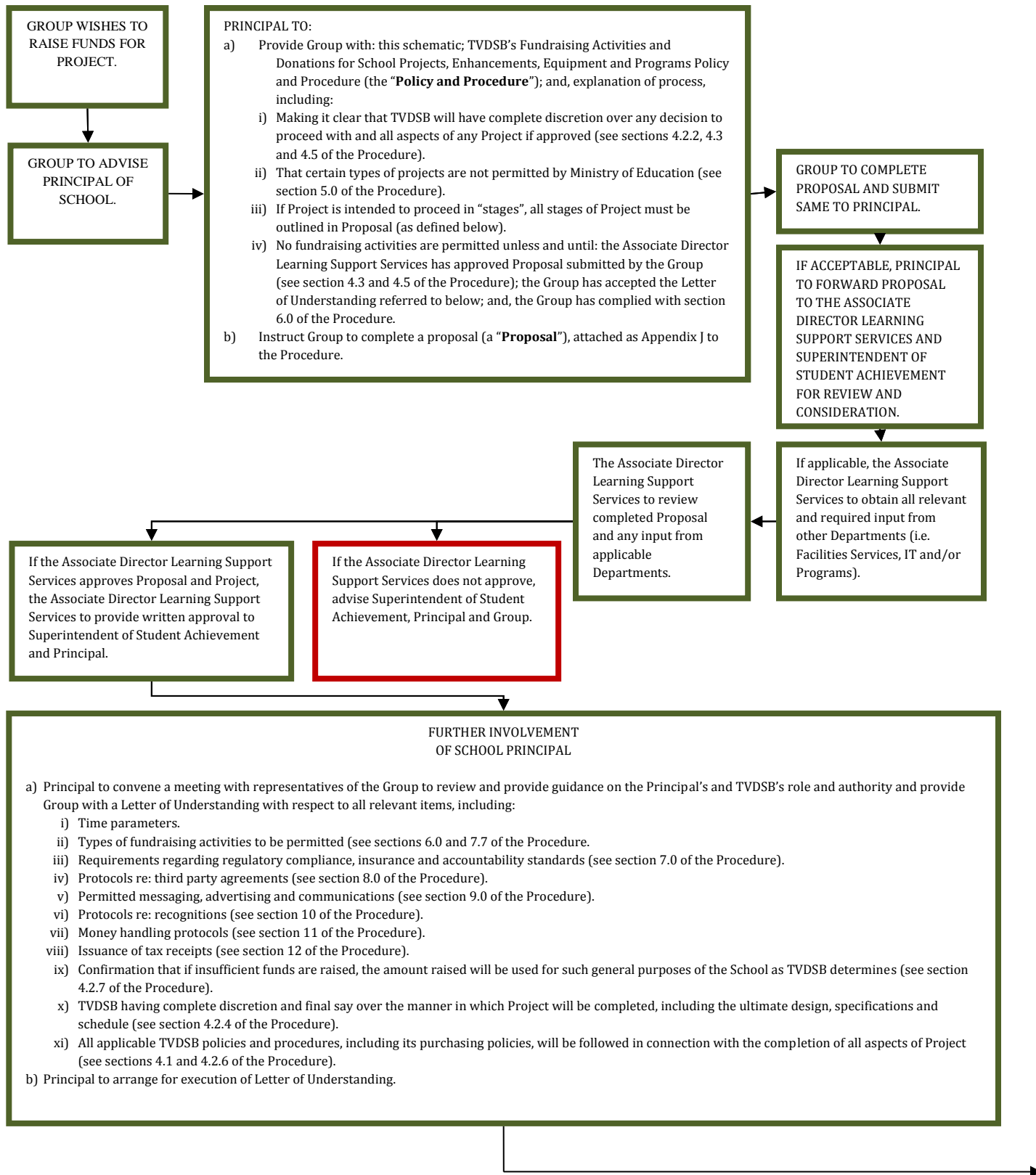
THAMES VALLEY DISTRICT SCHOOL BOARD  
(**“TVDSB”**)

PROCESS FOR FUNDRAISING ACTIVITIES BY GROUPS (OTHER  
THAN SCHOOL BASED GROUPS)

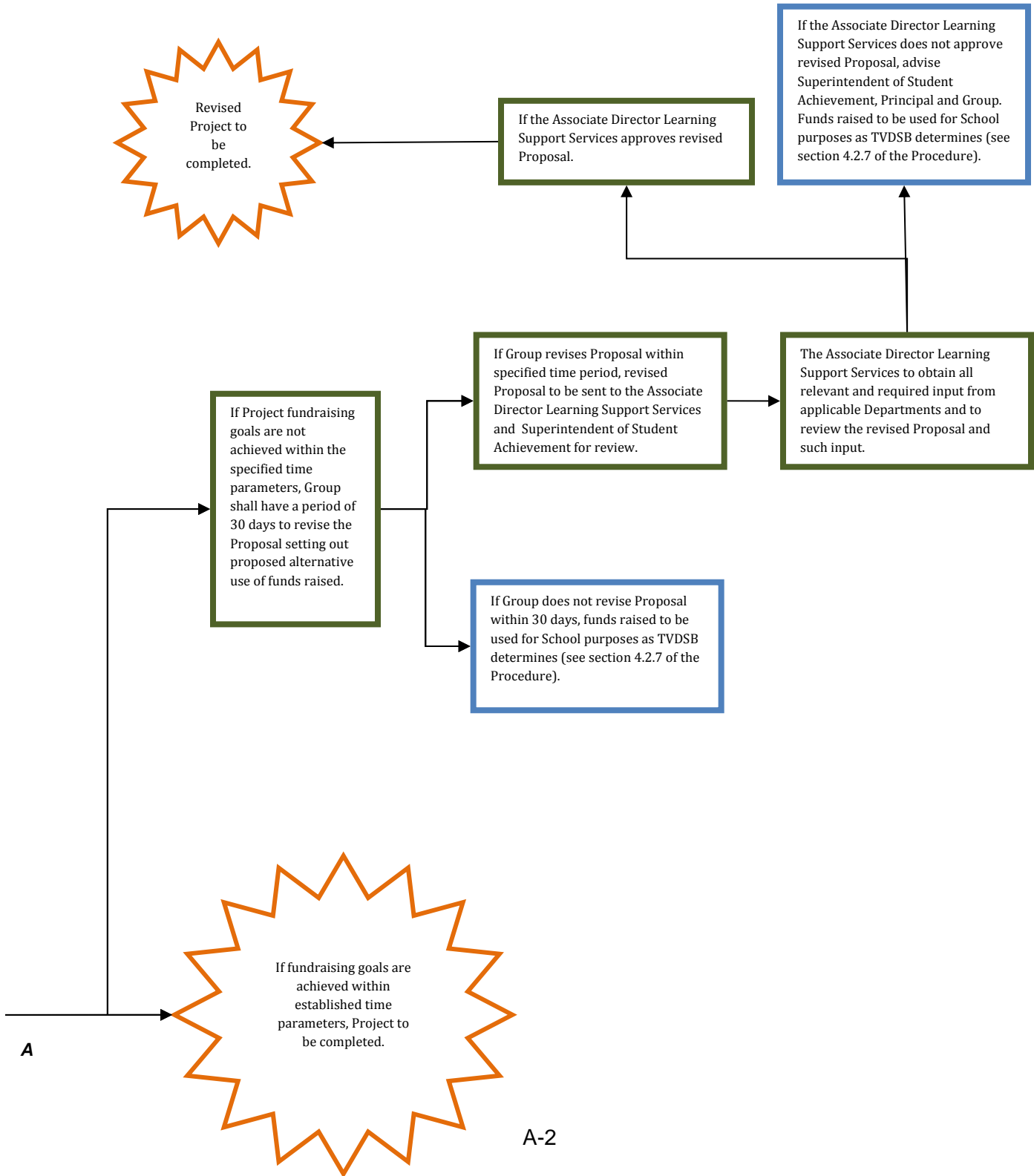
FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND  
PROGRAMS

(**“PROJECT”**)

ESTIMATED TO INVOLVE \$5,000.00 OR MORE AND UP TO \$49,999.00



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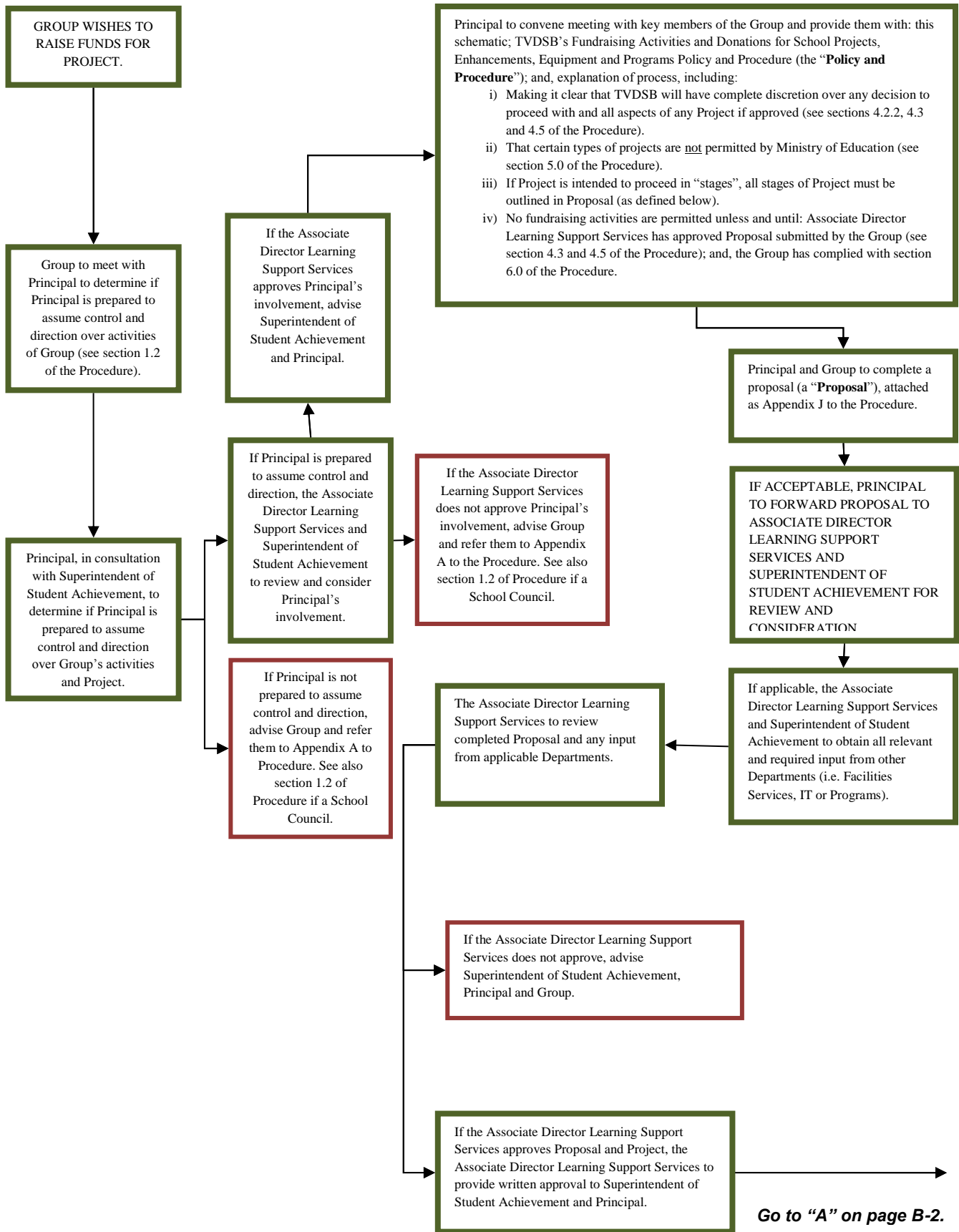


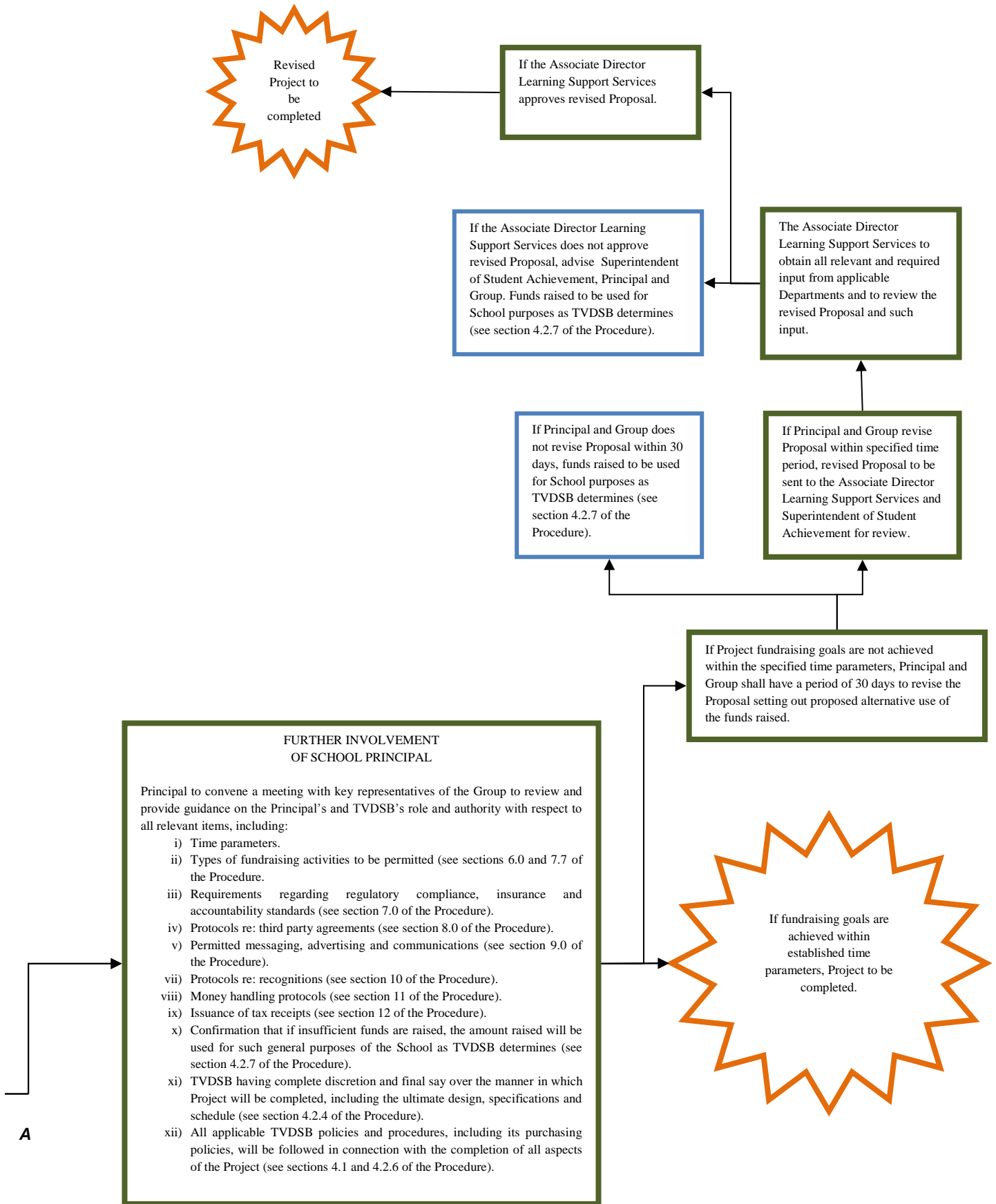
## **APPENDIX B**

### **THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")**

#### **PROCESS FOR FUNDRAISING ACTIVITIES BY SCHOOL BASED GROUPS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT")**

**ESTIMATED TO INVOLVE \$5,000.00 OR MORE AND UP TO \$49,999.00**





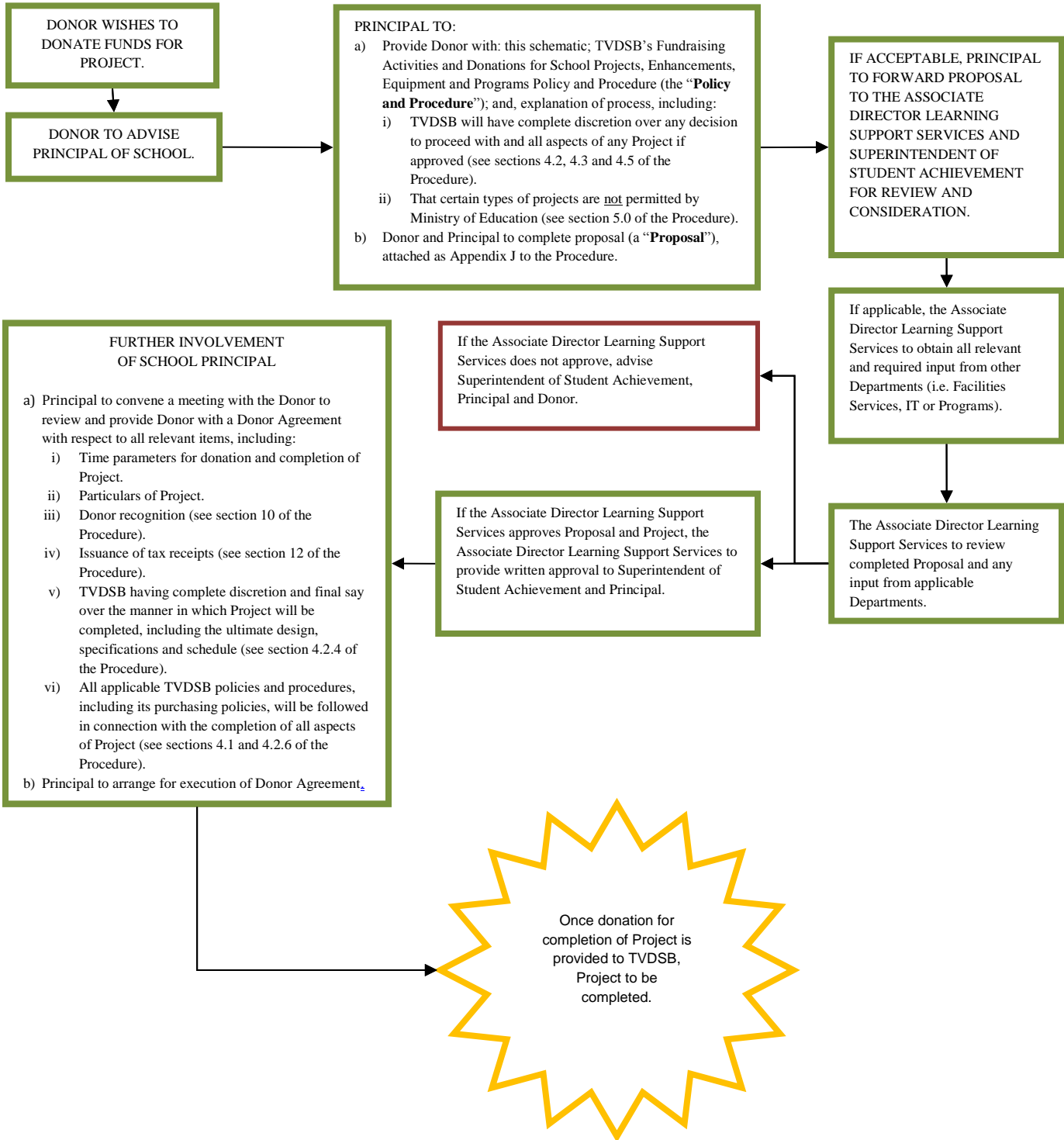
**APPENDIX C**

**THAMES VALLEY DISTRICT SCHOOL BOARD  
("TVDSB")**

**PROCESS FOR DONATIONS FOR SCHOOL PROJECTS, ENHANCEMENTS,  
EQUIPMENT AND PROGRAMS**

**("PROJECT")**

**ESTIMATED TO INVOLVE \$5,000.00 OR MORE AND UP TO \$49,999.00 AND  
WHICH ARE NOT MADE IN CONNECTION WITH OR IN THE CONTEXT OF  
FUNDRAISING ACTIVITIE**



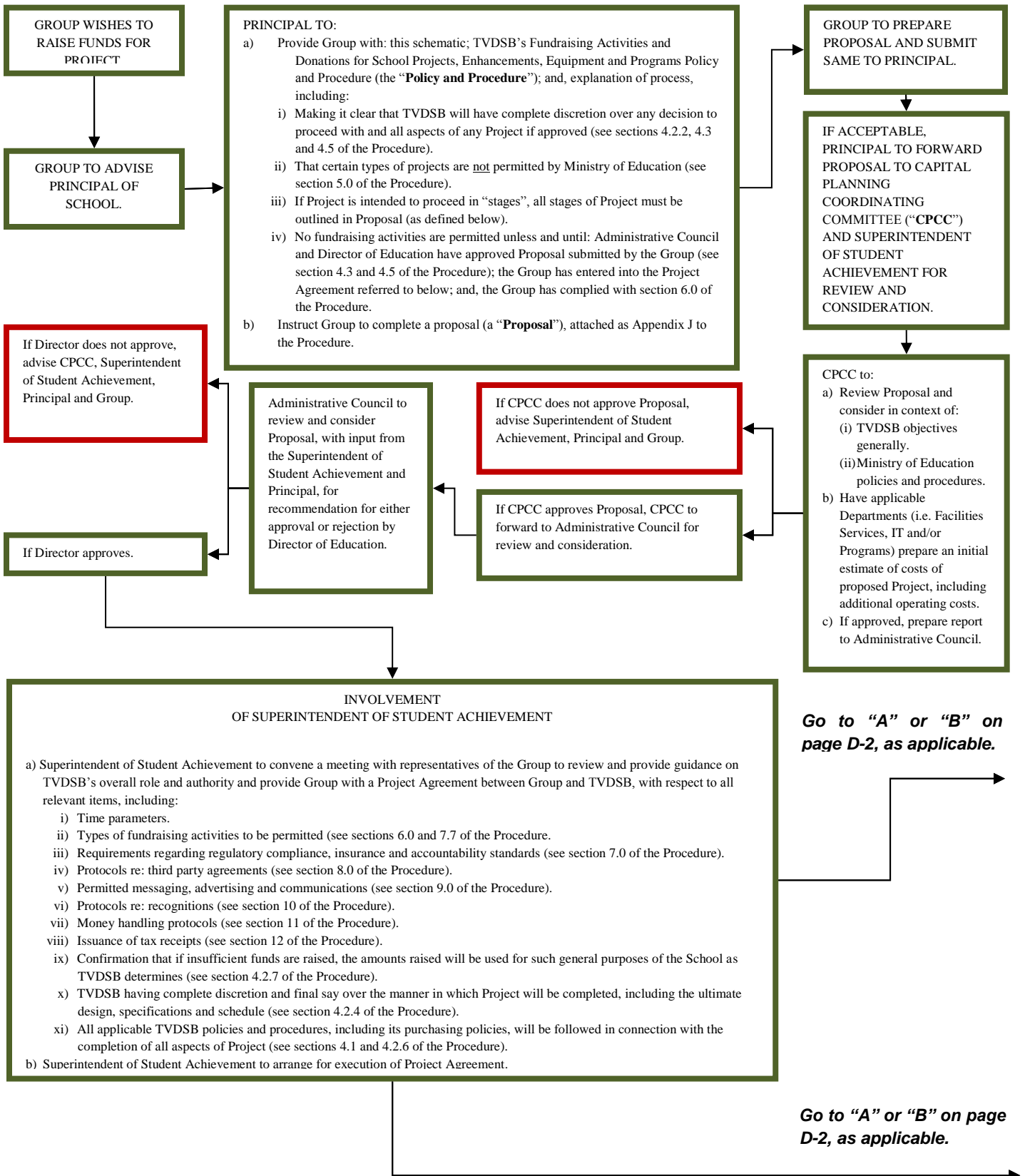
## **APPENDIX D**

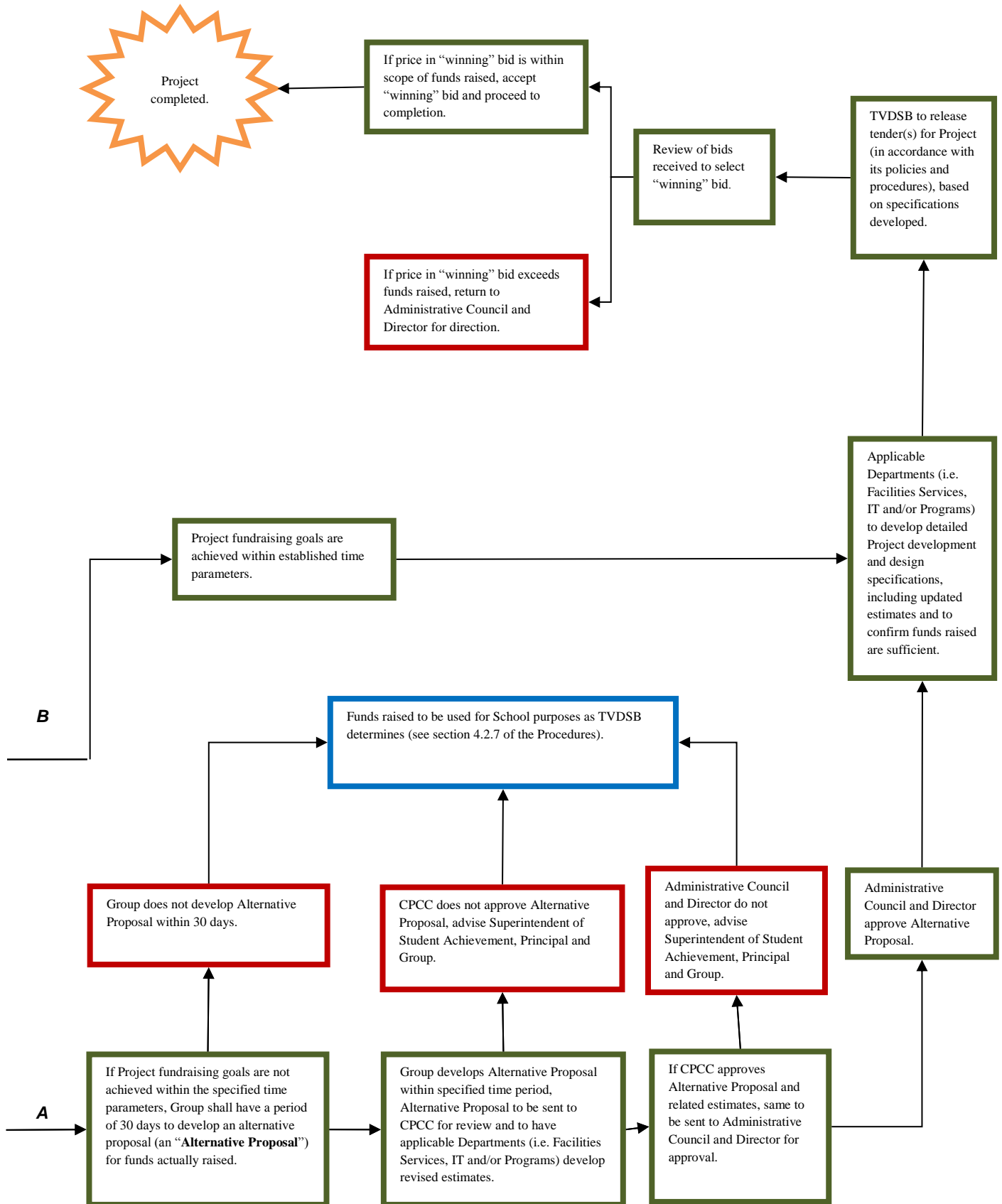
### **THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")**

#### **PROCESS FOR FUNDRAISING ACTIVITIES BY GROUPS (OTHER THAN SCHOOL BASED GROUPS)**

#### **FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT")**

**ESTIMATED TO INVOLVE \$50,000.00 OR MORE AND UP TO \$99,999.00**





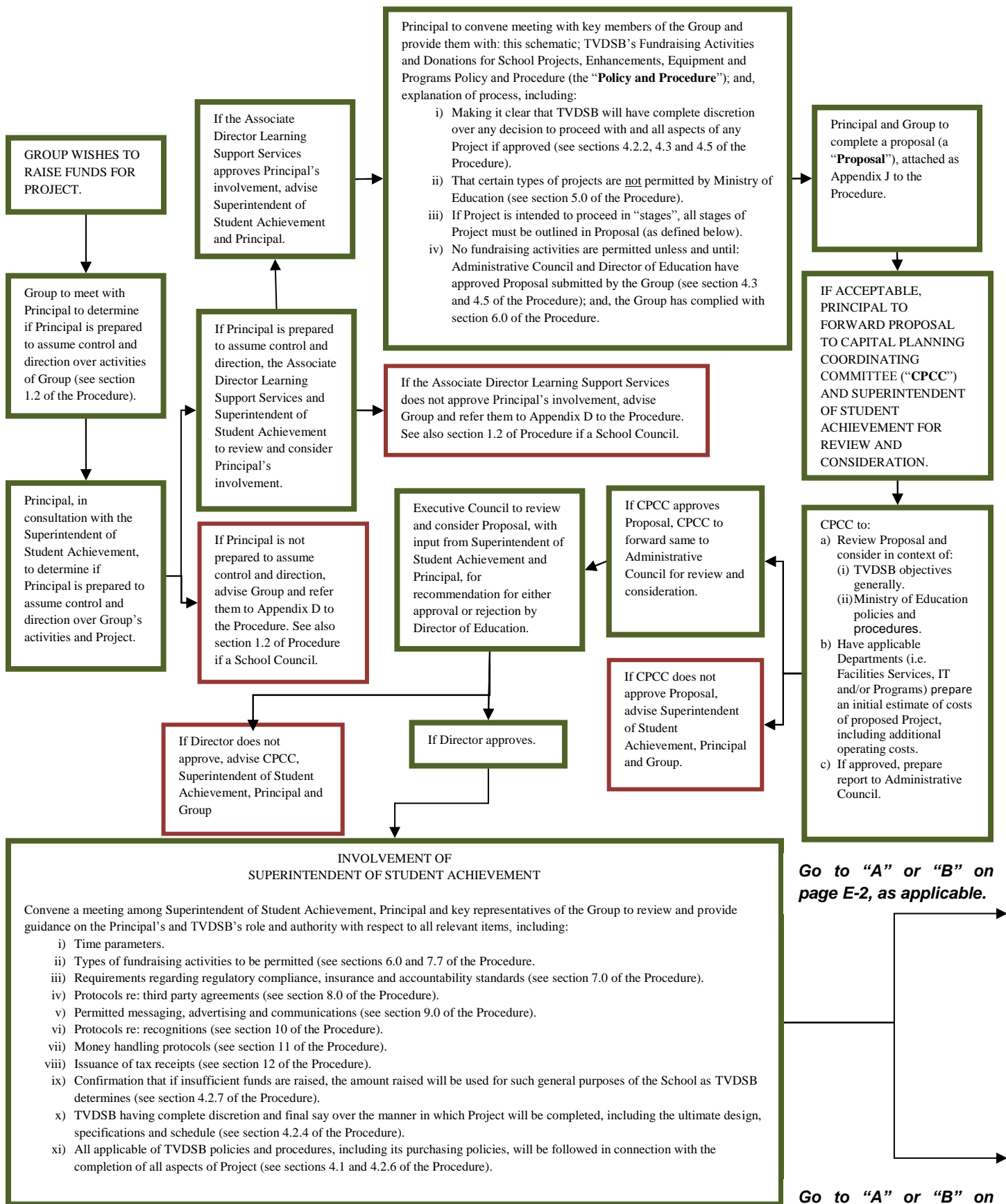


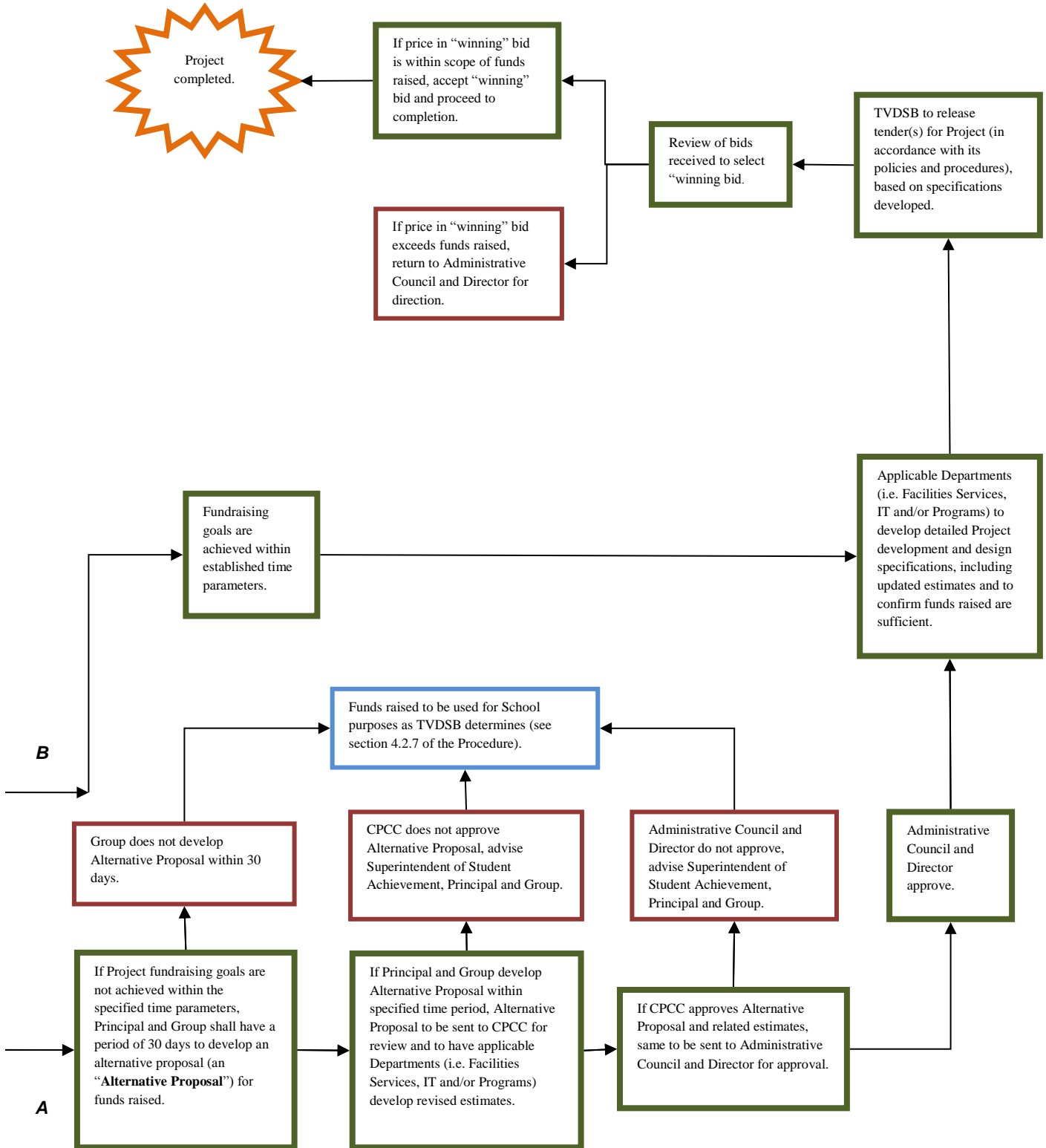
## **APPENDIX E**

### **THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")**

#### **PROCESS FOR FUNDRAISING ACTIVITIES BY SCHOOL BASED GROUPS FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS ("PROJECT")**

**ESTIMATED TO INVOLVE \$50,000.00 OR MORE AND UP TO \$99,999.00**



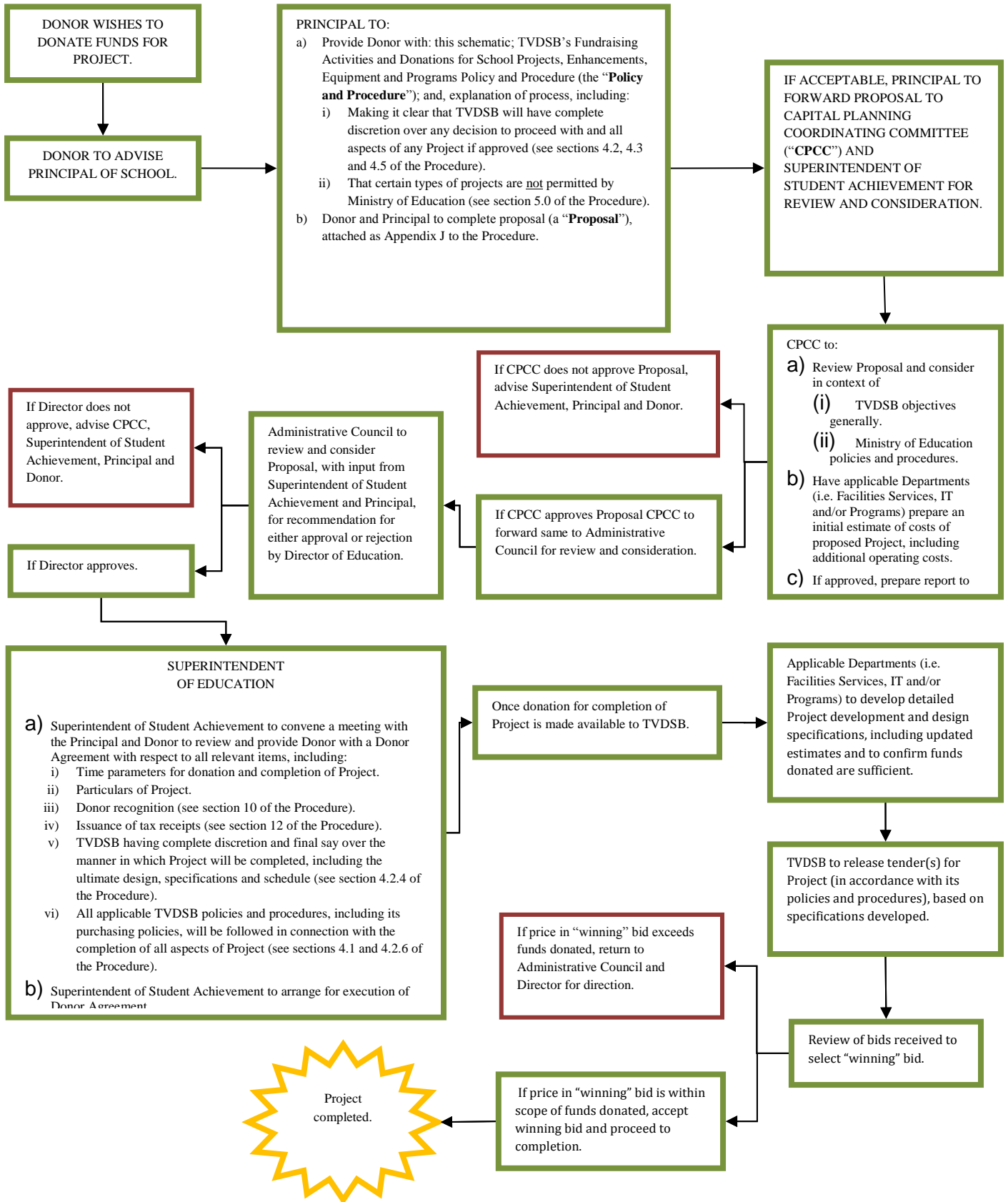


**APPENDIX F**

THAMES VALLEY DISTRICT SCHOOL BOARD  
(“**TVDSB**”)

PROCESS FOR DONATIONS FOR SCHOOL PROJECTS, ENHANCEMENTS,  
EQUIPMENT AND PROGRAMS  
(“**PROJECT**”)

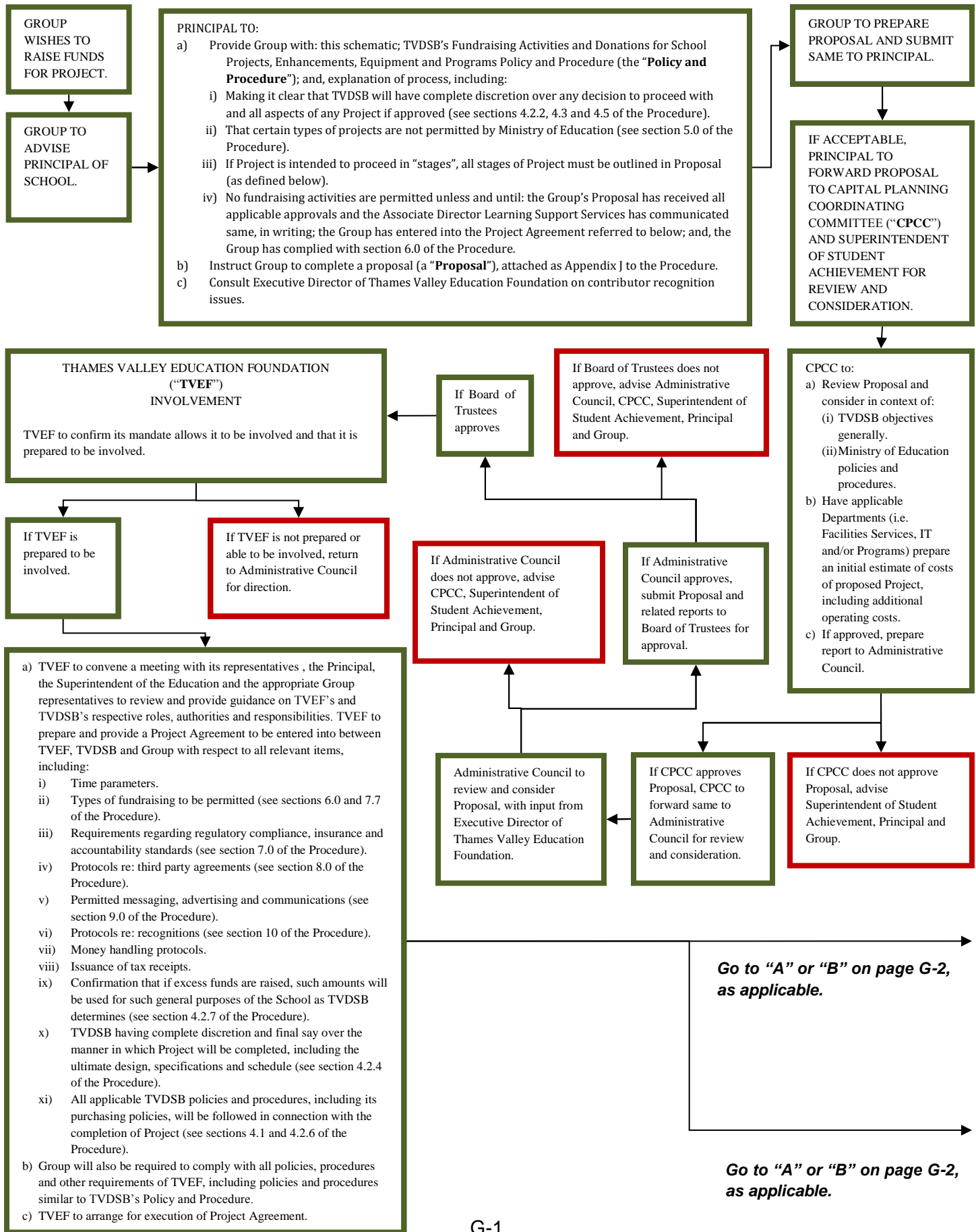
ESTIMATED TO INVOLVE \$50,000.00 OR MORE AND UP TO \$99,999.00  
AND WHICH ARE NOT MADE IN CONNECTION WITH OR IN THE CONTEXT OF  
FUNDRAISING ACTIVITIES

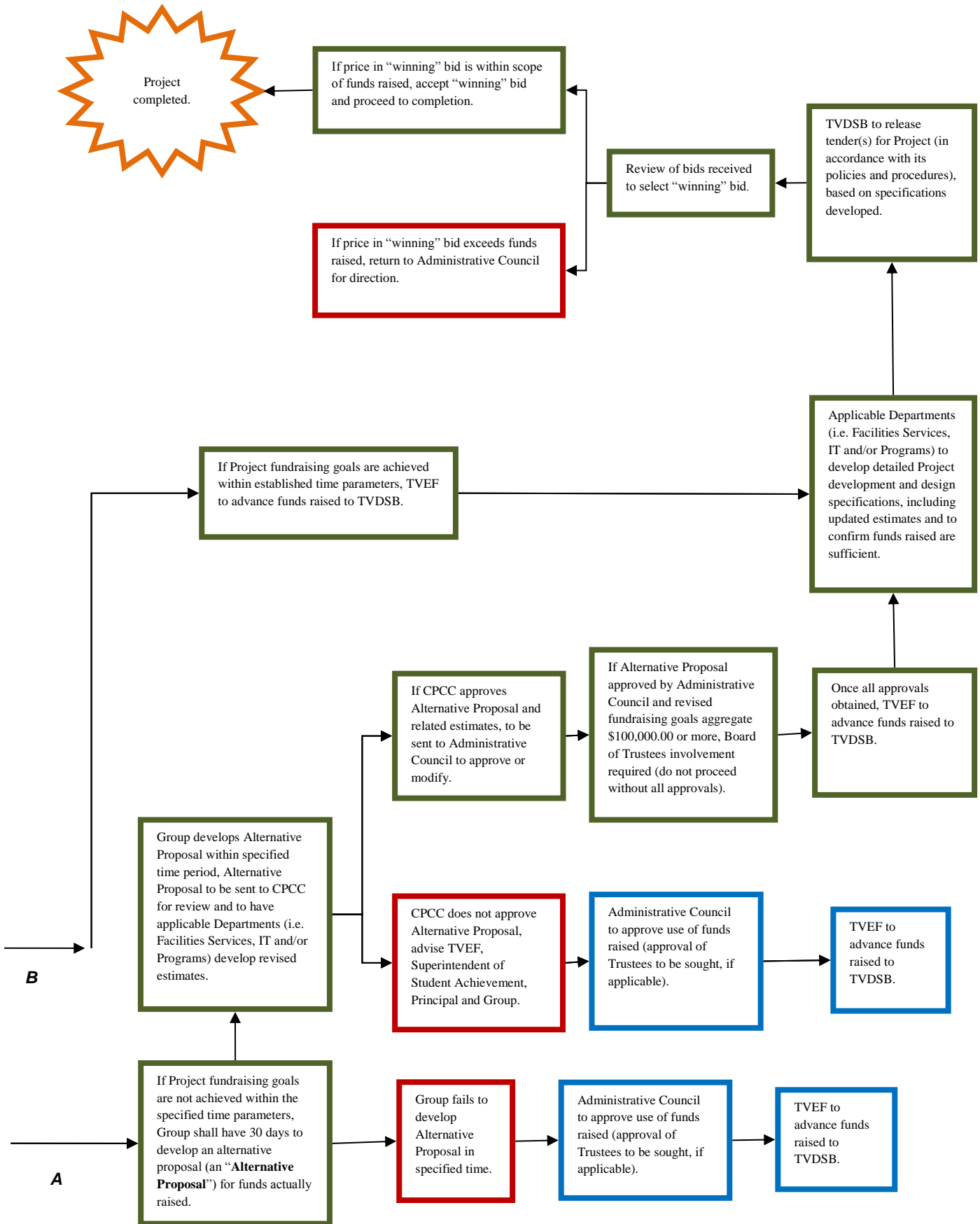


## **APPENDIX G**

### **THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")**

**PROCESS FOR FUNDRAISING ACTIVITIES BY GROUPS (OTHER THAN SCHOOL  
BASED GROUPS)  
FOR SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS  
("PROJECT")  
ESTIMATED TO INVOLVE \$100,000.00 OR MORE**



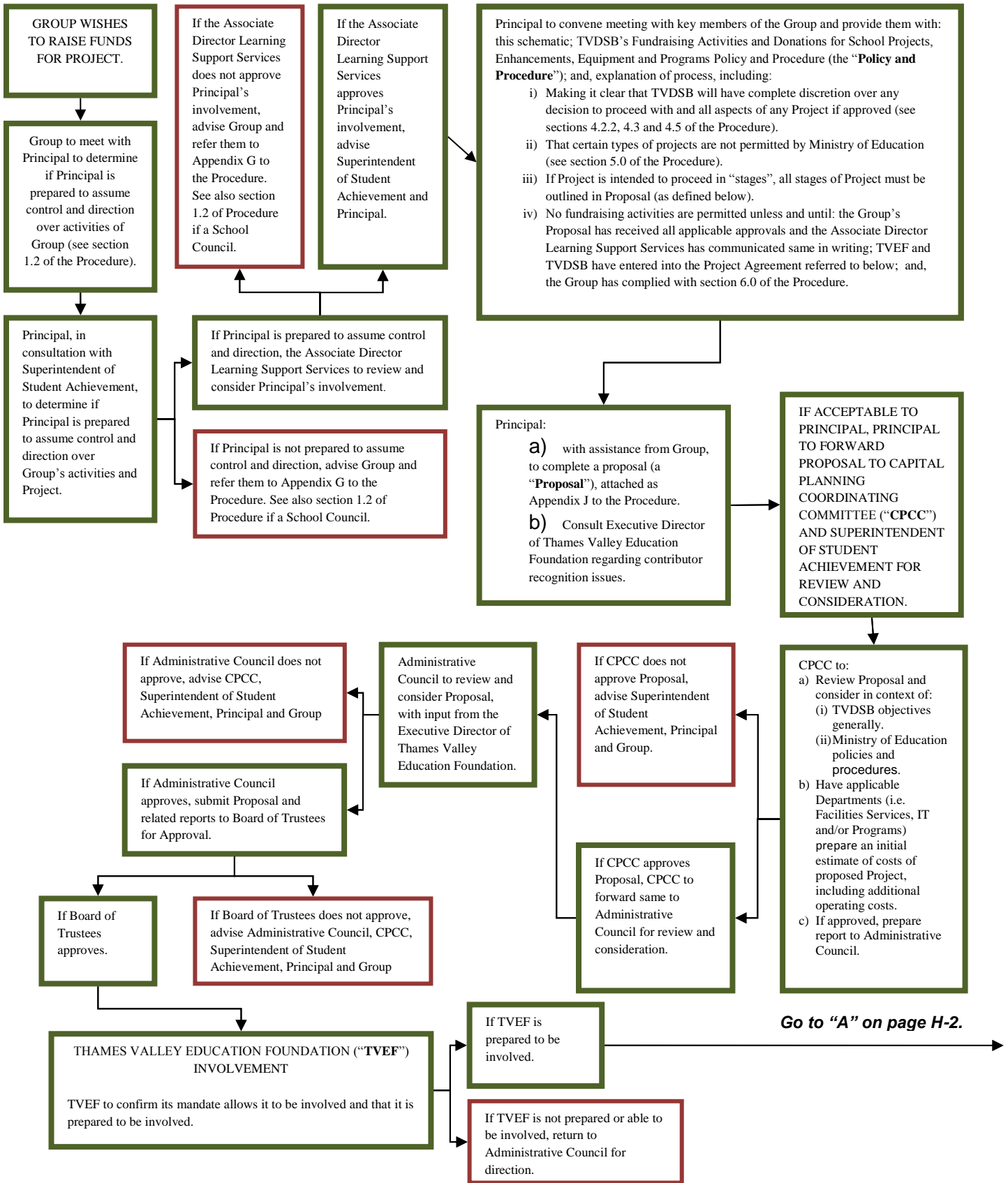


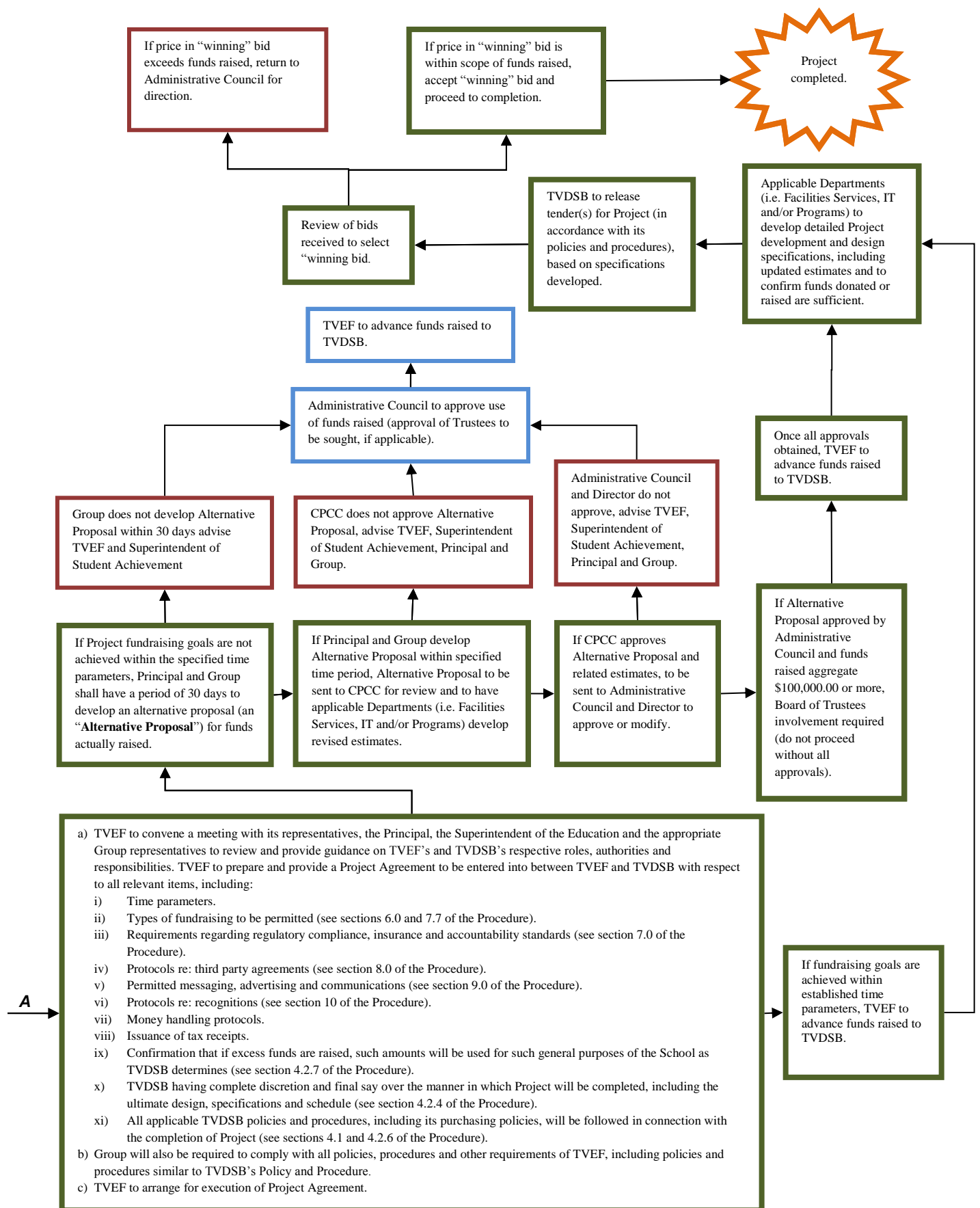


## **APPENDIX H**

### **THAMES VALLEY DISTRICT SCHOOL BOARD ("TVDSB")**

**PROCESS FOR FUNDRAISING ACTIVITIES BY SCHOOL BASED GROUPS  
FOR SCHOOL PROJECTS ENHANCEMENTS, EQUIPMENT AND PROGRAMS  
("PROJECT")  
ESTIMATED TO INVOLVE \$100,000.00 OR MORE**



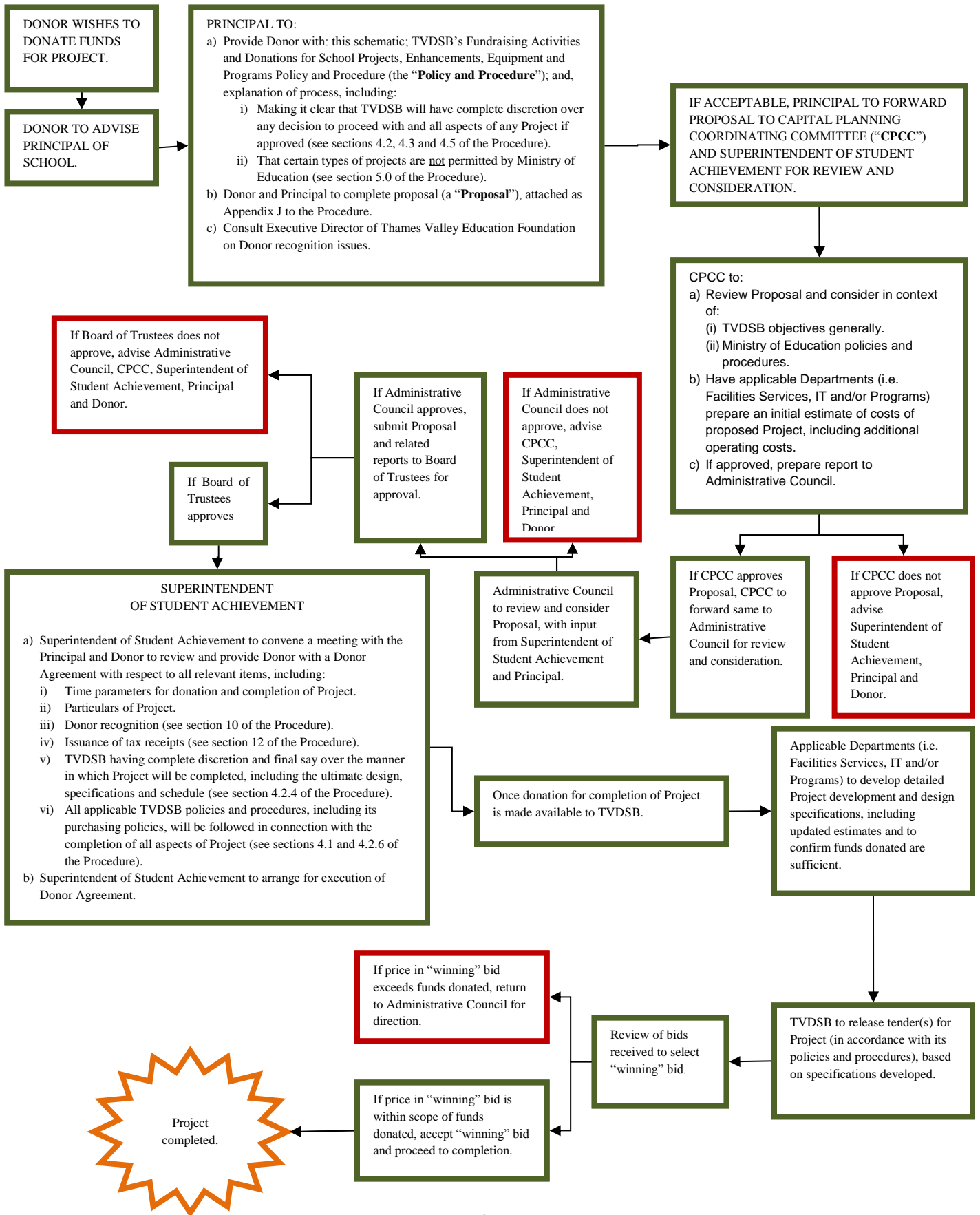


**APPENDIX I**

THAMES VALLEY DISTRICT SCHOOL BOARD  
(**“TVDSB”**)

PROCESS FOR DONATIONS DIRECTED TOWARDS FOR SCHOOL PROJECTS,  
ENHANCEMENTS, EQUIPMENT AND PROGRAMS  
(**“PROJECT”**)

ESTIMATED TO INVOLVE \$100,000.00 OR MORE AND WHICH ARE NOT MADE IN  
CONNECTION WITH OR IN THE CONTEXT OF FUNDRAISING ACTIVITIES



**APPENDIX J**

THAMES VALLEY DISTRICT SCHOOL BOARD  
(“**TVDSB**”)

PROPOSAL FOR FUNDRAISING ACTIVITIES AND DONATIONS FOR  
SCHOOL PROJECTS, ENHANCEMENTS, EQUIPMENT AND  
PROGRAMS (“**PROJECTS**”)

1. Nature of Group/Donor.

*Please provide:*

- *Full name of Group/Donor.*
- *A description of the legal nature of the Group/Donor (i.e. individual, association, organization or incorporated entity).*
- *Address and other contact particulars for Group/Donor.*
- *Particulars regarding directors, officers, representatives and/or agents for Group/Donor, as applicable.*
- *Main contact for Group/Donor and contact particulars for such individual.*

2. Identify TVDSB school which will be the subject of the Project.

3. Provide a comprehensive description of the nature and scope of the proposed Project. Provide particulars of any cost estimates for the Project or any stage thereof. Please note that TVDSB will conduct its own estimates in connection with the proposed Project to the extent it decides to proceed with same.

4. If the Project is intended to be completed in stages, please describe the proposed time parameters, fundraising efforts and financial aspects for each stage. Please know that each stage must be fully independent of the next and leave the school/facility in question fully operational at the completion of each stage.

5. Please provide copies of any materials or information the Group/Donor has gathered for purposes of the Project applicable.
6. Please provide particulars of proposed donations and/or fundraising activities, including in the latter case, the Group's overall financial goals.
7. Please provide proposed timing parameters for donations and/or fundraising activities.
8. Please detail suggested benefits to the school and the community at large. Please know that any use of the Project will be in TVDSB's discretion.
9. Please detail any arrangements contemplated in respect of the recognition of donors or contributors.
10. Please confirm that you have read TVDSB's Fundraising Efforts and Donations Directed Towards School Projects, Enhancements, Equipment and Programs Policy and Procedure.
11. If you propose to engage in fundraising activities, please confirm that you will not proceed with any fundraising activities until such time as: your proposal is approved as contemplated by the Procedure; you have entered into or accepted the Project Agreement or Letter of Understanding you are required to as contemplated by the Procedure; and, you have complied with, and obtained all necessary approvals contemplated by, section 6 of the Procedure. School Based Groups (as defined in the Procedure), are not required to execute a Project Agreement or a Letter of Understanding. If you are not a School Based Group,



the applicable appendix of Appendices A through I to the Procedure will set out the type of document you will be required to enter into and at what stage of the process. Regardless, in all circumstance that document will be prepared by TVDSB or TVEF, as applicable.

## **APPENDIX K**

PROPOSAL FOR A FUNDRAISING ACTIVITY AS CONTEMPLATED  
UNDER SECTION 6 OF THAMES VALLEY DISTRICT SCHOOL BOARD  
("TVDSB") FUNDRAISING ACTIVITIES AND DONATIONS FOR SCHOOL  
PROJECTS, ENHANCEMENTS, EQUIPMENT AND PROGRAMS POLICY  
AND PROCEDURE  
(the "**Policy and Procedure**")

1. Please provide comprehensive description of proposed fundraising activity.
2. Please provide details as to the scheduling/timing of the proposed fundraising activity.
3. Please provide, as applicable, details with respect to the location of the proposed fundraising activity.
4. Please provide details with respect to all regulatory issues relating to the proposed fundraising activities, including any permits or licences which may be required in connection with the proposed fundraising activity.
5. Please provide particulars as to proposed insurance arrangements for the proposed fundraising activity (see section 7.2 of the Procedure).
6. Please provide particulars of all staffing and volunteer arrangements for the proposed fundraising activity.
7. Please provide details of all consents which the Group proposes to use/rely upon in connection with the proposed fundraising activity.
8. Please describe and provide particulars of any proposed donor or contributor recognitions to be provided in connection with the proposed fundraising activity.
9. Please provide a budget for the proposed fundraising activity, including anticipated proceeds and expenses.
10. Please provide particulars regarding arrangements for food handling protocols, to the extent that the provision of food will be involved in the fundraising activity.

11. Please provide full particulars if it is the Group's intention to serve alcohol in connection with the proposed fundraising activity.
12. Please provide copies of all Event Materials (as defined in section 9 of the Procedure), which the Group intends to use in connection with the proposed fundraising activity. It being understood that to the extent the Group develops any additional Event Materials, those materials will also be required to be submitted to TVDSB for approval, prior to use, in accordance with section 9 of the Procedure.
13. Please provide particulars as to how the Group intends to comply with the Funds Management Requirements set out section 11 of the Procedure.
14. Please provide particulars as to any charitable receipts the Group might wish to have issued in connection with the proposed fundraising activity (see section 12 of the Procedure).
15. Please confirm that you have received, read and understand the Policy and Procedure and, in particular, sections 6, 7, 8, 9, 10, 11, 12 and 13 of the Procedure.

## **APPENDIX L**

### **FUNDS MANAGEMENT REQUIREMENTS FOR GROUPS**

## **1.0 FUNDS MANAGEMENT REQUIREMENTS**

Any group who is involved in cash and funds handling activities are expected to follow the requirements as set forth in order to safeguard and protect financial assets, while minimizing the potential for financial loss due to misappropriation, theft, or other fraudulent activities.

- 1.1 Groups must ensure that all funds received by them are handled in accordance with the provisions of this Appendix L.
- 1.2 Groups are expected to establish and maintain sound accounting, financial and record-keeping practices.
- 1.3 Groups are required to ensure, full, complete and accurate information is recorded in respect of all funds received or generated by them. Without limiting the generality of the foregoing, Groups will be required to comply with such record-keeping requirements as may be required by them, from time to time, by TVDSB's Business Services Department.
- 1.4 Each Group shall have an individual designated as its Treasurer, who shall be charged with complying with the requirements of this Appendix L and all other TVDSB requirements, from time to time.
- 1.5 Groups shall ensure compliance with the following:

- 1.5.1 All cash collected or received by the Group shall be counted, verified and recorded immediately, in the presence of at least two duly authorized representatives of the Group.
- 1.5.2 Each Group shall ensure that they establish secure environments for the receipt and handling of currency and cheques, from the time of receipt by that Group or its representatives, up to the deposit thereof in the Group's separate bank account.
- 1.5.3 All such currency/cheques shall be deposited, on a weekly basis, in a bank account established by the Group. Until all cash and cheques are deposited in a bank account, it is expected that such funds are appropriately secured (such as a locked cabinet or safe)
- 1.5.4 All third party bank accounts shall have a minimum of three (3) authorized signing authorities. All transactions (other than deposits) involving such a bank account shall require the signature of two (2) duly authorized signing authorities of the Group, ideally one of whom should be the Treasurer of the Group
- 1.5.5 For all projects which will exceed the \$100,000 threshold, a separate project specific bank account must be established to prevent any comingling of other general fund raising activities
- 1.5.6 Never pre-sign any blank cheques

- 1.6 Under no circumstances can any cash be dispersed directly (e.g. to fund purchases or to cash personal cheques). A Group's approved expenses are to be paid from its bank account, as per 1.5.4 above. Sufficient evidence of all expenditures shall be maintained, including all supporting, original documentation (e.g. invoices, etc)
- 1.7 To the extent that a Group is involved in the collection or receipt of funds for a Project and the donors / contributors of such funds require a CRA Charitable Tax Receipt, the Group shall:
  - 1.7.1 ensure that a cheque is issued and made payable to the Thames Valley District School Board for the total amount of charitable receipts to be issued;
  - 1.7.2 prepare and provide to TVDSB's Business Services Department, not less than Monthly, all such cheques, together with a complete accounting, including donor contact information (in such format as TVDSB's Business Services Department may require) and donation amounts by individual in order for TVDSB to issue official charitable receipts in a timely manner
- 1.8 Groups shall not be permitted to accept, collect or record any information related to a donor's or a contributor's credit cards, bank cards, bank accounts or other banking or financial information. Furthermore, Groups shall not be permitted to themselves process credit card, debit card, Interac or other forms of electronic payment transactions for purposes of



donations or contributions. Notwithstanding the foregoing, subject to the prior written approval of TVDSB's Superintendent of Organizational Support Services (Business), Groups shall be permitted to establish facilities with a bona fide third party electronic payment processor in order for that payment processor to process electronic payment transactions for donations and contributions towards a Project. The terms, conditions and details of any such third party electronic payment processing arrangement shall be subject to the prior written approval of TVDSB's Superintendent of Organizational Support Services (Business).

- 1.9 TVDSB shall have the right to review all financial, accounting and other records of a Group and the Group shall ensure TVDSB's designated representatives are provided with full and complete access to the Group's financial, accounting and other records as may be requested, from time to time.
- 1.10 In no circumstances will TVDSB be responsible for any aspect of a Group's expenses, including, without limitation, any expenses related to any fundraising activity undertaken by a Group. Groups shall be solely responsible for all expenses incurred by them. Groups shall record and manage expenses incurred by them in connection with fundraising activities in a prudent and responsible manner. Groups shall ensure that they maintain full and complete records of all expenses incurred by them.

1.11 Groups must: perform bank reconciliations on a monthly basis; and, provide same to TVDSB's Business Services Department upon request. All monthly bank reconciliations shall be prepared in accordance with sound accounting practices; however, should TVDSB's Business Services Department require a Group to follow any particular accounting practices that Group shall comply with same. If, in completing bank reconciliation, a Group identifies any unknown or suspect transactions, that Group shall immediately notify TVDSB's Superintendent of Organizational Support Services (Business). Monthly bank reconciliations may be reviewed by TVDSB's Business Services Department, from time to time.