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C. Fundraising

C1 Fundraising Policy

BACKGROUND

The Alberta Advance Academy Society of Alberta, (hereafter referred to as “the Board”) recognizes the value of the school carrying out extra-curricular activities and projects aimed at extending and enhancing school program offerings and activities which often require additional financial support. The Board permits the school to supplement available funds for school-related activities through fundraising initiatives. Similarly, the Board recognizes the educational value of student involvement in fundraising activities. Fundraising activities must be compatible with the best interests of the students, school staff, and community and must not detract from curricular activities.

Note that this Policy and Procedure involves internal fundraising for the benefit of the school only and does not cover fundraising completed by external parties (such as Parent Council societies) or fundraising for external charities (e.g. Terry Fox Run, Edmonton Food Bank, Seva Food Truck, etc.).

0.0 POLICY

Funds collected for specific school purposes or activities, outside of operational, administrative or capital expenditures charged against the school budget, and approved by the Principal, fall under the general category of Fundraising. These revenues and/or expenditures are not taken into account in calculating the school's surplus or deficit to be carried forward. These funds include:

- a. funds collected as voluntary fees, for example, student council and club activity fees, yearbook sales, graduation fees, field trip fees, and other similar items.
- b. funds raised in the school by the sale of goods and services when costs are paid by the school out of “Fundraising” funds.

0.1 The Principal, or his designate, is responsible for approving and monitoring student fundraising activities that are safe and educational for students and in accordance with the School’s philosophy.

0.2 The Principal, or his designate, shall consult the School Spirit Committee regarding fundraising activities that would be acceptable to the community.

0.3 The Principal, or his designate, is responsible for all school initiated fundraising activities;

0.4 Alberta Advance Academy will develop an Annual School Plan for Fundraising and Charitable Activities that balances such activities and timelines to address internal and external needs. Consideration must be given to:

- c. the number and frequency of fundraisers and charitable activities;
 - d. the age of the children who are involved;
 - e. the health, safety and well-being of the students (e.g. supervision of door-to-door canvassing, products that may impact anaphylactic students);
 - f. the economic condition of the community.
- 0.5** The purpose of the fundraising activities and the intended use(s) shall be made known to students and parents and the organizers of the fund-raising activity shall not depart from that purpose.
- 0.6** Where sale of goods is involved, the school community will ensure that the products:
- g. support efforts to encourage students to engage in healthy eating and lifestyle habits;
 - h. have a positive impact on the image of the school.
- 0.7** Funds will be credited to the school's revenue if the related expenditures are charged against the school budget.
- 0.8** Donations received from parent groups for school generated fund activities are the exception and **may** be retained at the school.
- 0.9** School generated funds shall not be used for the benefit of the school staff.
- 0.10** Prior to the collection of funds by means of a voluntary per-student fee, the Principal shall ensure that students and/or their parents are informed of the nature of such fees.
- 0.11** All funds raised, held in trust for a school parent and community group, or donated for a specified purpose, shall be used only for that purpose unless mutually agreed by the Principal and the fundraising group or donor.
- 0.12** Any surplus funds may be spent on other student-related activities, provided this intent is communicated prior to the collection of money.
- 0.13** Any fundraising activity characterized as a “business enterprise” (defined as any activity which sells goods or services) shall satisfy the following criteria:
- 0.6.1 Business “enterprises” shall sell products or services that are appropriate for the program’s educational purposes.
 - 0.6.2 Such enterprises shall **not** be created solely for commercial purposes.
 - 0.6.3 Such enterprises shall purchase inventory in accordance with applicable policy and/or practices.
 - 0.6.4 A “business enterprise” program shall **not** be created or continued which will require the allocation of funds when program-specific resources are insufficient or exhausted.
 - 0.6.5 The Teacher Advisors for the students involved in such a “business

enterprise” shall treat this work as a learning/educational experience for the students and ensure that proper business planning and procedures are taught and maintained. This includes the creation of simple business plans, engaging in realistic customer service and sales modelling, calculation of profit and/or loss, and putting together bank deposits in proper business fashion.

- 0.14** Alberta Advance Academy will have one bank account for moneys raised through **fundraising** activities.
- i. This bank account must have a minimum of two designated signing authorities, one of whom must be the Principal.
 - j. All cheques must contain two authorized signatures, one of which must be the Principal or the Principal’s designate.
 - k. The bank account must be reconciled monthly prior to the end of the subsequent month.
 - l. Accurate and up-to-date accounting records with appropriate supporting documentation, such as invoices, sales slips, returned cheques or other documents as appropriate, must be kept for this bank account.
- 0.15** A financial report on Student Council and Graduation Fundraising funds will be provided to the Principal at least once each school year. It is recommended reporting be done at the end of the school year.

1.0 Definitions

For the purpose of this policy and set of procedures:

- a. **Donation:** means a gift of property, including cash, which is made voluntarily to Alberta Advance Academy, without any material advantage accruing to the donor or anyone not at arm's length to the donor.
- b. **Fundraising activity:** means any activity to generate funds by a school or a school-related organization for the benefit of the school, students enrolled at Alberta Advance Academy, the school community or other Alberta Advance Academy beneficiary.
- c. **Goods:** means tangible or intangible property including technology, furniture, fixtures and equipment.
- d. **In-kind donation:** means a donation of non-cash Goods.
- e. **Restricted donation:** means a donation to Alberta Advance Academy which is donated under the condition that it be used only for a specific purpose, program or initiative.
- f. **School community:** means the children, students, parents, staff, school Spirit Committee, school-related organizations, groups, businesses and institutions that have an interest in the success of the school and the broader community that it serves.

2.0 PROCEDURAL GUIDELINES

1.1 Each Year, Alberta Advance Academy shall assemble a CORE committee of staff consisting of:

- 1.1.1 A Kindergarten Teacher
- 1.1.2 Teacher in charge of Grade 6 Graduation ceremony
- 1.1.3 Teacher in charge of Grade 9 Graduation ceremony
- 1.1.4 Teacher in charge of Grade 12 Graduation ceremony
- 1.1.5 A Vice-Principal from Grades 1-6
- 1.1.6 A Vice-Principal from Grades 7-12
- 1.1.7 Any additional staff interested in working with the Graduation Committee, fundraising or Grad organization, set-up and clean-up committees.

1.2 The **Graduation Committee** will manage such things as:

- 1.2.8 High School fundraising activities should not exceed two events per month.
- 1.2.9 Only one special event per semester other than “food sales”, for example, Pajama Day
- 1.2.10 Which two students, per grade, are to be assigned to collect orders and monies for food purchases from any single class. Besides food sales events—the same students will go to the designated classes to explain their event, i.e. rules for Pajama Day event.
- 1.2.11 Teacher Supervisors will oversee the completion of a “Purchase Requisition” form required for purchases of supplies for all sales events. This form should include a list of items to be purchased, the amount of “seed money” requested, and the Principal’s permission to book a school bus and driver for the shopping trip.
- 1.2.12 The Fundraising Requisition Form is attached to this policy document.

2.3 The **Graduation Committee** will coordinate fundraising activities with the **School Spirit Committee** (and their Teacher Advisors) as well as with other fundraising events both for internal and external charities, for example, Terry Fox Run, Food Bank, etc.

Adopted: August, 2025

Review Date: Annual

Fundraising Requestion Form

Date: _____

Name of Student Group: _____

Fundraiser Description (please include purpose and how revenue will be spent):

How will the group conduct this fundraising activity? (Please explain.)

Proposed Dates(s) of sale(s): _____

Time(s) of sale(s): _____

Approved Location: _____

Budget for Sales Event: _____

Items, or item-types, to be purchased for re-sale: _____

STUDENT GROUP FUNDRAISING

Procedures and Official Guidelines

1. Only official, registered student activity groups of Alberta Advance Academy are authorized to conduct fundraising activities.
2. All student group fundraising proposals must be submitted to The Office for approval at least three (3) days prior to the proposed fundraising activities.
3. All fundraising activities must be approved by all of the student activity group's faculty advisors.
4. Student groups must have a collection box to store collected funds.
5. Student groups must submit the deposit slip to the Associate Principal with the collected funds within 24 hours for deposit into the School Fundraising Account. The deposit slip must be signed by the Supervising teacher.
7. No sales will be allowed for the financial gain of individual(s) outside of the common interests of the student group.

Required Signatures

By signing below, you agree that you have read and understand all policies and procedures as they relate to fundraising events.

Student Activity Group Representative (Print) Signature

Faculty Advisor Signature

Principal's or Designate's Signature

N.B. Copy to be filed with Fundraising Accounts Person.

**ALBERTA ADVANCE ACADEMY DEPOSIT SLIP ALBERTA ADVANCE
ACADEMY DEPOSIT SLI**

Grade___ Event Date_____

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**Cash Amount
Count**

Grade Event Date

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X \$2 =	
X \$1 =	
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X \$.10 =	
X \$.05 =	
Sub Total	

Cheques	

TOTAL	
X5 =	
X10 =	
X20 =	
X50 =	
X100 =	
Xrolls \$2 =	
Xrolls \$1 =	
Xrolls \$.25=	
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Coin	
X \$2 =	
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Sub Total	

Cheques	
TOTAL	

NOTES (Additional Information): NOTES (Additional Information):

C2 Freedom of Information and Protection of Privacy Act (FOIP)

The FOIP Act is a provincial law that applies to all public bodies in Alberta. This law is designed to strike a balance between an individual's right to privacy and the public's right to know. The FOIP Act applies to the operations of the Alberta Advance Academy Society of Alberta and to the records under the custody or control of Alberta Advance Academy.

The FOIP Act ensures that Alberta Advance Academy:

- Provides a general right of access to the information held by the school.
- Protects the privacy of individuals' personal information.

To ensure compliance, the Office of the Information and Privacy Commissioner of Alberta has the authority to provide independent review and resolution of all actions Alberta Advance Academy takes under the FOIP Act.

Five Basic Principles of the FOIP Act:

As it relates to Alberta Advance Academy, the purposes of the FOIP Act are to:

- Allow any person the right of access to the records in the custody or under the control of Alberta Advance Academy, subject to limited and specific exceptions as set out in the Act.
- Control the manner in which Alberta Advance Academy collects, uses, and discloses personal information.
- Allow individuals to access personal information about themselves that is held by Alberta Advance Academy, subject to specific and limited exceptions.
- Allow individuals to request corrections to personal information about themselves that is held by Alberta Advance Academy.
- Provide individuals with the right to an independent review of the decisions made by Alberta Advance Academy under the FOIP Act.

Protection of Privacy

The FOIP Act provides all individuals with the right to privacy and requires Alberta Advance Academy to take reasonable measures to protect against any unauthorized collection, use, or disclosure of personal information. Under the FOIP Act, personal information is defined as any recorded information about an identifiable individual, including, but not limited to, an individual's name, address, age, educational history, identifying number, and medical history.

Alberta Advance Academy collects information through a variety of methods. The personal information in the custody or control of the School is considered private, is treated with confidentiality, and is kept secure. The disclosure of this information is done on a need-to-

know basis only, and only as permitted by statutory law.

There are instances in which Alberta Advance Academy may use and disclose the personal information in its possession without the express consent of affected individuals. These uses and disclosures are limited to those that are necessary for the purposes of delivering educational programming and ensuring the safety of staff and students. In accordance with a defined number of circumstances outlined in the FOIP Act, Alberta Advance Academy may also be obligated to disclose personal information to other entities.

When Alberta Advance Academy uses, and/or discloses personal information for reasons not directly related to delivering educational programming or ensuring student and staff safety, written consent is required. For activities that support student learning, Alberta Advance Academy asks students and/or parents/guardians to provide written consent for such uses of their personal information during the student registration process and as needed throughout the school year. This consent is voluntary and may be revoked, in writing, at any time.

Accessing Records

Alberta Advance Academy has always made information available to students, their parents/guardians, employees, and the public. Most information can be obtained outside of the FOIP Act by asking the school or department directly, or by going to the School website. The FOIP Act is complementary to, and does not replace, existing procedures for obtaining information held by Alberta Advance Academy. However, any routine disclosure of personal information by Alberta Advance Academy must comply with the FOIP Act.

Documents Already Available

In keeping with our desire to be open and transparent with the public, Alberta Advance Academy routinely discloses the School [education plan](#), [budget](#), [audited financial statements](#), [minutes of public Board meetings](#), [policies](#), and School [achievement and diploma results](#).

In many instances, information is provided to individuals without having to submit a formal FOIP request. For all inquiries, please contact the school directly to request information. A FOIP request is considered the last alternative in the acquisition of information.

Making A Request Under FOIP

If the requested information is not released through routine disclosure and the explanation for why it is being withheld is unsatisfactory, a request can be made under the FOIP Act. FOIP requests must be made in writing to the Principal, who is available to make every reasonable effort to assist applicants throughout the formal FOIP request process.

Please note that requests for general information must include a cheque for the initial \$25

processing fee made payable to the Alberta Advance Academy. If applicable, fee estimates will be provided to applicants in accordance with the rates outlined in the Freedom of Information and Protection of Privacy Regulation.

Once a request has been received, a letter will be sent to the applicant acknowledging receipt of the request and the date by which a response will be provided. If required, the applicant may be contacted to clarify their request, to ensure that the School can respond accurately and in accordance with legislated timeframes. The FOIP Act stipulates that public bodies have 30 calendar days to respond to requests. Under a limited number of conditions, a public body may exercise its right to extend the deadline for response.

Once the response is complete, a letter and the response package will be physically mailed to the applicant. The response letter will explain the contents of the release, inform the applicant of their right to request a review through the Office of the Informational and Privacy Commissioner, and, if applicable, identify any exceptions to disclosure that were applied to the records.

Adopted August, 2025

Review date: August Every Year