



# 2023 - 2024 Fundraising Information Guide

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A large blue rectangular graphic with a yellow border. The text is arranged as follows: "Products" and "Services" at the top; "Compliance" in large orange letters; "Fundraising that Matters" in yellow; "Easy Results" in yellow and blue; "Business Development" in large white letters; "Community Engagement" in blue; "Fun Fairs" in large yellow letters; "Approved Vendors" in yellow at the bottom; "Strategies" written vertically on the left; and "Support" written vertically on the right.



# Fundraising Information Guide

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**For a complete directory of  
approved Fundraising and Fun Fair Vendors**

**visit our website at:**

<https://www.tdsb.on.ca/Community/How-to-Get-Involved/Fundraising/TDSB-Fundraising>



*Produced by*

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# Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society

## We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

## Our Goals

### **Transform Student Learning**

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

### **Create a Culture for Student and Staff Well-Being**

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

### **Provide Equity of Access to Learning Opportunities for All Students**

We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

### **Allocate Human and Financial Resources Strategically to Support Student Needs**

We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

### **Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being**

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.

# Introduction

Business Development (BD) is pleased to provide you with the following information to support and guide you as you begin your fundraising and fun fair initiatives for this school year.

## Fundraising

Fundraising is a principal approved, local school activity, and a collaborative effort among school councils/parents, students, staff and the school community to raise funds to enhance school programs and support school initiatives.

Fundraising activities may include, but are not limited to, fun fair events; product sales; requests for an annual donation from parents/guardians; grant applications; donations (in-kind or monetary); and sponsorships.

In essence, the term fundraising is a catch-all phrase for all local school activities that generate revenue and in-kind resources. It is important to recognize the different kinds of activities that fall under the fundraising umbrella and to understand the differences amongst them.

Before starting a fundraising initiative, be sure that its purpose meets with TDSB policies and procedures and Ministry Guidelines.

## Information for School Councils

Please review the guidelines around what schools and school councils can fundraise for. In general, schools and school councils are not permitted to fundraise for anything that government funding typically covers.

Please note fundraising for HEPA air filters or HVAC-related items is not permitted. The TDSB has been working over the summer to review building ventilation and filtration systems and is implementing several strategies to improve ventilation in our schools. In addition, fundraising for the costs of purchasing or renting tents is also not permitted.

As the TDSB has sufficient inventory of face coverings for students who are unable to bring one to school, there is no immediate need for schools or school councils to fundraise for masks or face coverings for students currently. The TDSB is still accepting corporate donations of medical masks and face coverings, as well as fanny packs and pouches for safe storage.

# Why use TDSB Approved Fundraising and Fun Fair Vendors?

It is advised that schools/school councils use approved fundraising vendors as they are vetted to ensure:

- the company and its products are of good quality and are produced by reputable companies as defined by the Board's purchasing guidelines,
- their products/services are appropriate for student consumption or use,
- they meet school community standards of propriety and are reflective of the Board's values, the company has at least \$5 million in liability insurance,
- Canadian Police Information Centre (CPIC) and current Vulnerable Sector Police Checks (VSPC) are in place, where necessary,
- they meet all TDSB and Ministry policies, procedures and guidelines, and
- Certifications for equipment and/or onsite staff is in place.

In the event of a dispute or problem with a vendor, a BD team member will act as an agent to support your school and/or your school council.

If your school is interested in using a vendor that is not yet an Approved Fundraising Vendor, or if you have any questions, please contact Business Development at 416-395-9694 or [businessdevelopment@tdsb.on.ca](mailto:businessdevelopment@tdsb.on.ca).

## Supporting our Schools and Communities with their Fundraising Initiatives

Please visit the TDSB Fundraising webpage to access the Approved Fundraising and Fun Fair Vendors list.

Visit the TDSB intranet site at: [tdsbweb/BusinessDevelopment/](https://tdsbweb/BusinessDevelopment/).

It is BD's mission to support student success, inspire staff and increase TDSB's community involvement by providing resources and advisory support to TDSB schools, staff, students, school councils, parents and the community.

## Spending Fundraising Dollars

- All school council disbursements must be approved by the school principal and school council in advance of incurring the expense.
- All school and school council disbursements must comply with the Board's Purchasing Policy P017.
- Schools and school councils are required to use Board approved vendors. This includes vendors for fundraising initiatives and fun fairs.

## Fundraising Vendors

The TDSB's first and foremost responsibility is the safety of our students and we take this responsibility very seriously. For this reason, all fundraising vendors and their initiatives go through a thorough review process.

The BD department working with the Purchasing, Legal, Government, Public and Community Relations and Risk Management departments, continuously evaluates companies to be Approved Fundraising and Fun Fair Vendors.

A CPIC and VSPC is a mandatory requirement when the vendor and staff representing the vendor will have direct contact with students. All approved vendors must provide the TDSB with this required documentation prior to providing service at a school.

As per the Board's guidelines, insurance coverage of each vendor is reviewed to ensure that the necessary insurance is in place to cover students, staff and schools. The approved Fundraising and Fun Fair Vendors have also named the TDSB as an "additional insured" on the Certificate of Insurance.

For fundraising/fun fair equipment rentals, the risk assessment of equipment is included in the evaluation process. As per the new Fundraising Vendor Agreement, the company will provide a qualified ride attendant to attend to each equipment rental.

Mechanical equipment rentals, operated by a machine or machinery, such as inflatables (e.g. bouncy castles, slides, obstacle courses, etc. must have a qualified attendant on-site for each piece of equipment rented, with the cost being incorporated into the rental price.

Candy floss, popcorn, and sno-cone machines do not require a qualified attendant to remain on-site once the equipment is setup. It is required that an adult (18 years-of-age and over) operates this equipment.

*IMPORTANT NOTE: Bubble soccer equipment and rentals, dunking tanks and mechanical bulls are prohibited.*

## Event Music and SOCAN

SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is an organization that allows the school board to play music through a licensing agreement. Schools are permitted to play music at fundraisers pursuant to the agreement between TDSB and SOCAN.

### **Requesting Work for School-Funded Projects (includes fundraising funds)**

Facility Services is here to help when schools are undertaking various types of projects beyond regular facilities-related work funded through the TDSB's capital and maintenance budgets.

To help manage this additional work that is not initiated by Facility Services, or funded through the TDSB's capital or maintenance budgets, a Requesting Work for School-Funded Projects Guideline has been developed.

The Guideline covers a wide-range of information, including: options for paying for projects; examples of acceptable and unacceptable uses of funds; instructions for submitting requests for work; an explanation of what kind of projects require additional levels of review and/or approval; and, an overview of the Viability Review process, including an explanation of when it is required.

Please note that both the Facility Services Work Request Form and the Viability Review Request Form outlined in the Guideline require the signatures of both the school principal and the local superintendent of education.

For more information, please work with your school principal to access the Guidelines.

## Purchasing Procedure for Schools or School Councils

The school or school council must first review the Approved Fundraising and Fun Fair Vendors list to identify the vendors for their planned activities, or goods for their fundraising initiative. If the selected vendor is already on the Board's SAP system and has a vendor number, then the school office can create a SAP purchase order using the vendor number. All payments will follow the TDSB Purchase Order (PO) process:

1. Vendor to prepare a quotation for the services requested and submit to the school office for approval.
2. If the school agrees to the details/pricing outlined in the quotation, school will issue a PO.
3. The PO is TDSB's legal "promise to pay," therefore no deposit for the service will be paid.
4. After services are rendered, the school will release the purchase on SAP.

Vendor will submit a detailed invoice to Accounts Payable at [apinvoices@tdsb.on.ca](mailto:apinvoices@tdsb.on.ca) including the PO#. If the vendor is set up for E-Funds Transfer (EFT), payment will be deposited directly into the vendor's bank account. If the selected vendor is not on the Board's Approved Fundraising and Fun Fair Vendors list, and not listed on the Board's SAP system, the school should immediately contact the BD department at 416.395.9694 and leave a detailed message listing the vendor name, contact information and event date. A BD representative will return your call within two business days and will contact the vendor before they are hired.

## Lottery License?

### Raffles

### Bingo

### 50-50 Draws

*All such activities are governed by the Criminal Code (Canada); Order-in Council 1423/08 (as amended); And the Gaming Control Act, 1992 and its Regulations. Tickets for raffles, bingos and other gaming events may only be purchased by people 18 years of age and over.*

### Lottery Licensing

Schools or School Councils may be involved in organizing events with lottery schemes (games of chance), including **50-50 draws** and **raffles** with a total value of prizes of \$50,000 and under (*if over \$50,000, please contact the Alcohol and Gaming Commission of Ontario (AGCO) at [www.agco.on.ca](http://www.agco.on.ca)*); and **Bingo events** with prize boards of up to \$5,500 (*if over \$5,500, please contact the AGCO at [www.agco.on.ca](http://www.agco.on.ca)*)

A lottery scheme is defined as any game of chance (including **50-50 draws, raffles, bingo events**) that have the following three components: **1) a prize; 2) a chance to win the prize; and 3) a consideration or fee.**

All lottery schemes (games of chance) require a license. **There is no minimum amount that would exempt a school from obtaining a Lottery License.** Licenses are required for all lottery games of chance, even if it generates as little as \$1, if all 3 elements are there.

### To apply for your license

The City of Toronto license applications for lottery schemes are available on the city's website: [www.toronto.ca/registry-services/lottery.htm](http://www.toronto.ca/registry-services/lottery.htm).

### Bazaar vs. Lottery

A Bazaar is defined as an "event" (much like the CNE) which holds multiple gaming opportunities (i.e. spin the wheel, 5050 draws, etc).

#### IMPORTANT NOTES:

- Schools that wish to host a Bazaar would need to obtain a license to host a Bazaar and obtain a licence for each respective game of chance held at the Bazaar. The City of Toronto discourages schools from hosting Bazaars. Schools do not typically host Bazaars, but rather a lottery.
- For Lotteries, the rule of maintaining a **Separate Bank Account** and completing the **Post-Lottery Reporting** is required.
- A Silent Auction is not a lottery, since an auction removes the element of chance to win the prize.
- Break Open Tickets – The City of Toronto advised that schools do not typically host Break Open Ticket activities. It would require a 3rd party vendor to produce the tickets and also get involved in selling them. The tickets cannot be sold to students under age 18 and, therefore, it would only be open to staff or parents.
- Electronic Raffles - Any schools that use a 3rd party platform with an electronic component (online) to host a game of chance will need to obtain a Lottery Licence from the AGCO. The municipality does not oversee anything online, even if it is a local initiative.

**If you are operating a raffle or draw with a lottery license, each type of license is governed by its own set of rules known as Terms and Conditions, which may not align with TDSB policies and procedures. When purchasing prizes and/or gifts for the school with funds raised through a raffle, please do not make the purchases through SAP, as this would make it impossible to close off your raffle license. All purchases with raffle funds must be made directly with the vendor and payment issued through the designated raffle account.**

## Acceptable Uses of Fundraising Proceeds

- Fundraising to benefit students, such as providing payment for the cost of a field trip for students who could not otherwise afford it.
- Purchase of additional supplies, equipment or services not funded specifically through the Board's budget, such as specialized athletic equipment, pottery equipment, lunchroom tables, outdoor seating, scoreboards; and other.
- In-province and out-of-province field trips, trips abroad, or other excursions.
- Guest speakers or presentations.
- Ceremonies, awards, plaques, trophies or prizes.
- Establishment of scholarships or bursaries.
- Extracurricular activities and events, such as entry fees for sports competitions, bussing, TTC tickets, school team or choir uniforms.

## Unacceptable Uses of Fundraising Proceeds

- Items that are funded through the Board/school budgets, including, but not limited to learning materials and textbooks.
- Facility renewal, maintenance, or upgrades normally funded through the school renewal grants, such as structural repairs, sanitation, emergency repairs, or replacing floor tiles or painting.
- Infrastructure improvement that would increase the student capacity of a school, such as classrooms.
- Administrative expenses, such as payment to staff for school council support or other.
- Support for political activity, groups or candidates.

## Use of Propane Barbecue Equipment & BBQ Procedure #PR 686

It remains highly recommended that schools and councils retain an external BBQ vendor, such as a catering service, for fundraising events. For a full list of BBQ providers, please visit [www.tdsb.on.ca/fundraisingvendors](http://www.tdsb.on.ca/fundraisingvendors). The Procedure will be reviewed in the coming months with the intention to provide an update for the new school year. In the meantime, it will be at the discretion of the principal whether or not to proceed with using a BBQ for the remainder of this school year.



# For a complete directory of Approved Fundraising and Fun Fair Vendors

visit our website at:

<https://www.tdsb.on.ca/Community/How-to-Get-Involved/Fundraising/TDSB-Fundraising>

You can contact us at:

[businessdevelopment@tdsb.on.ca](mailto:businessdevelopment@tdsb.on.ca)

or by phone at:

416-395-9695

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LinkedIn @ [www.linkedin.com/in/business-development-tdsb](http://www.linkedin.com/in/business-development-tdsb)



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