

CATHOLIC SCHOOL COUNCIL

GUIDELINES



Hamilton-Wentworth Catholic Schools
Believing, Achieving, Serving

2008

TABLE OF CONTENTS

<i>Mission and Vision</i>		
<i>Introduction</i>		
<i>Purpose</i>	<i>1</i>	
<i>Roles & Responsibilities</i>	<i>1</i>	
<i>Composition of the Catholic School Council</i>	<i>4</i>	
<i>Officers</i>	<i>5</i>	
<i>Elections</i>	<i>5</i>	
<i>Vacancies</i>	<i>6</i>	
<i>Meetings</i>	<i>6</i>	
<i>Committees of the Catholic School Council</i>	<i>7</i>	
<i>Voting at Catholic School Council Meetings</i>	<i>7</i>	
<i>Collection of Information</i>	<i>8</i>	
<i>Ministry of Education Powers and Duties</i>	<i>8</i>	
<i>Remuneration</i>	<i>8</i>	
<u>APPENDICES</u>		
<i>A</i>	<i>By-laws</i>	<i>9</i>
<i>B</i>	<i>Regulation 612</i>	<i>16</i>
<i>C</i>	<i>Useful Resources for Catholic School Councils</i>	<i>27</i>
<i>D</i>	<i>Sample Nomination Form</i>	<i>28</i>
<i>E</i>	<i>Board Fundraising Policy</i>	<i>29</i>
<i>F</i>	<i>Approved Fundraising/Charities</i>	<i>33</i>
<i>G</i>	<i>Financial Report (Form)</i>	<i>35</i>
<i>H</i>	<i>Annual Reporting Requirements</i>	<i>36</i>
<i>I</i>	<i>Involving Parents in the School - Tips</i>	<i>38</i>

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

MISSION

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.

The Catholic Community of Hamilton-Wentworth believes the learner will realize this fullness of humanity

- if the learning process
 - begins at home and is part of family life
 - is nurtured within the Parish
 - is anchored in the Catholic Faith
 - takes place within the context of worship, sacraments, and the life of the Church
 - is enhanced by the school community
 - is embraced by the learner as a personal responsibility for life

- if learning takes place in an appropriate and challenging environment
 - in which members of the school community exemplify the teachings of Jesus Christ
 - which reflects Gospel values and responsible use of human, financial and natural resources
 - which promotes academic excellence and clear indicators of achievement.

VISION

Learners from Hamilton-Wentworth Catholic Schools will demonstrate

- knowledge and practice of their Catholic faith
- the capability of nurturing a strong family unit
- esteem, respect and responsibility for self and others academic competence
- the ability to listen accurately and express knowledge clearly
- independence, critical thinking and effective problem solving
- proficiency with technology in order to adapt to a changing world
- the values, attitudes and skills for effective partnerships
- the ability to transform our society

To enable learners to achieve this vision, the faith community of the Hamilton-Wentworth Catholic District School Board will reflect

- the centrality of Jesus Christ in our lives
- the teachings of the Catholic Church
- exemplary role models
- social justice, respect and fairness for all
- a dedicated staff
- a curriculum that is dynamic, practical and relevant
- high standards
- an environment conducive to learning
- effective partnerships
- accountability at all levels.

A Message from the Chairperson and Director of Education

The advisory role of our Catholic School Councils is important to helping schools and the Board to discern new directions on educational issues.

In recent years, we have worked closely with those in our Catholic school communities to encourage and nurture the participation of parents, staff, and parishes in the educational lives of our children. Together, we have provided greater structure to Catholic School Councils while at the same time facilitating a continued free exchange of ideas.

The members of our Catholic School Councils are themselves well-educated, in a formal way and in the practical senses that are necessary to adapting to the changes and opportunities in modern education. At the root of these changes are the constant tenets of our faith, and importance of Christ-centredness that is reflected in the Board's mission and vision statements.

The Guidelines contained in this booklet represent a fresh starting point for all of us. We continue to work to strengthen and streamline Catholic education for the students and the families we serve and, indeed, the entire community which benefits from our efforts.

Patrick J. Daly
Chairperson

Marcel J. Castura
Director of Education

THE CATHOLIC SCHOOL COUNCIL

PURPOSE

Catholic School Councils shall provide the structure that enables parents, staff, principals, students, community and parish members to come together to review and address the education of that community's children.

The purpose of Catholic School Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents and to promote the mission of Catholic education within the school community.

Catholic School Councils primary means of achieving its purpose is by making recommendations in accordance with Regulation 612(Appendix B) to the principal of the school and to the board.

Catholic School Councils shall reinforce, through recommendations and their own activities, the concept of the school as one of the institutions which convey and express the life of the Church. With the broader Church community, the school shares responsibility for the spiritual growth and development of students as part of its educational task.

ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCILS

It is the responsibility of the Catholic School Council to ensure that the Mission and Vision of the Hamilton Wentworth Catholic District School Board are supported and promoted by the Catholic School Council.

The role of the Catholic School Council is advisory. It shall provide ideas and opinions to assist the principal and, where appropriate, the Hamilton-Wentworth Catholic District School Board in decision-making on educational issues. The advice shall be based on accepted Catholic principles, the general views of the school community and the best interest of all students throughout the school. The Catholic School Council must operate within the Education Act and its Regulations and Board Policy.

The Catholic School Council may make recommendations to the principal of the school or to the Board on any matter as outlined in Regulation 612. In addition, the Catholic School Council may make recommendations concerning:

- liturgical celebrations
- school-based services and community partnerships related to spiritual, social, recreational, nutritional and health programs
- retreats for Catholic School Councils together with their communities

The responsibilities of the Catholic School Council shall include:

- supporting the values, beliefs and practices of the Catholic faith
- providing minutes of meetings and financial records
- **consulting with parents of pupils in the school about matters under consideration by the Catholic School Council**
- **providing a written annual report on its activities to the principal of the school and to the Board through the Superintendent of Education**

Specific Responsibilities

The Chair shall:

- set the dates for Catholic School Council meetings in consultation with the principal
- prepare the agenda for all Catholic School Council meetings in consultation with the principal
- chair Catholic School Council meetings
- ensure that the minutes of Catholic School Council meetings are recorded and maintained
- participate in information training programs
- ensure that there is regular communication and input sought from the Catholic school community
- consult with senior administration and trustees, as required
- act as the official representative of the Catholic School Council
- be accountable to the school community they represent

The Principal shall:

- facilitate the establishment and election of the Catholic School Council and assist in its operation in accordance with Regulation 612
- **provide written notice of dates, times and locations of Catholic School Council meetings to every parent/guardian of a pupil in the school**
- support and promote the Catholic School Council's activities
- seek input and respond to recommendations from the Catholic School Council
- act as a resource on laws, regulations, Board policies and collective agreements
- provide information required by the Catholic School Council to enable it to make informed decisions
- communicate with the chair of the Catholic School Council, as required
- help to facilitate the co-ordination of activities in support of children with the Catholic community
- ensure that copies of the minutes of the Catholic School Council meetings are kept at the school
- assist the Catholic School Council in communicating with the Catholic school community
- encourage the participation of all members of the Catholic School Council
- **provide every parent/guardian of a pupil in the school, on behalf of the Catholic School Council, with a copy of the Catholic School Council's annual report**

NOTE: The principal of the school may delegate any of his/her powers or duties as a member of the Catholic School Council to the vice-principal of the school.

NOTE: The Catholic School Council makes all recommendations to the principal, whose decision is final.

COMPOSITION OF THE CATHOLIC SCHOOL COUNCIL

Catholic School Council

Parents/Guardians of the Students Enrolled in the School

- shall form the majority of membership
- a minimum of six(6) members elected who are a parent/guardian of a student in the school to a maximum of 10 members
- a person is not qualified to be a parent member if he/she is employed at the school

School Principal

- shall be a designated member

Teacher

- one(1) to be elected by the teaching staff

Other Staff

- one(1) member to be elected by non-teaching staff from the non-teaching staff

Pastor

- shall be a designated member (or)
- may appoint a parish representative

Community Member

- one(1) member shall be appointed from the broader Catholic community by the Catholic School Council

Student

- at the secondary level, one(1) student appointed by the student council (or)
- where no student council exists, one(1) student elected by the student body
- at the elementary level, one (1) pupil enrolled in the school, if the principal determines, after consulting the other members of the Catholic School Council, that the council should include a pupil

OFFICERS

The officers of the Catholic School Council shall be parents/guardians who are elected to the Catholic School Council by the parents/guardians of the children enrolled in the school. The position of officers will be determined by the members of the Catholic School Council once they have been elected. A person who is employed by the Board cannot be the chair or co-chair of the Catholic School Council.

There shall be a chair or co-chairs of the Catholic School Council.

A Catholic School Council may have such other officers as are provided for in the by-laws of Catholic School Council such as vice-chair, secretary and treasurer.

ELECTIONS

An election of the Catholic School Council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the Catholic School Council after consulting with the principal of the school. The principal of the school shall, at least 14 days before the date of the election of parent members, on behalf of the Catholic School Council, provide [as outlined in Regulation 612, subsection 4(7)] written notice of the date, time and location of the election to every parent/guardian of a pupil who, on the date the notice is given, is enrolled in the school.

Election of Parent Members

A person is qualified to be a parent/guardian member of a school council if he/she is a parent of a pupil who is enrolled in the school. A person is not qualified to be a parent member of a Catholic School Council if:

- he/she is employed in any capacity, at that school
- he/she is not employed at the school, but is employed elsewhere by the Board, unless he/she informs the people qualified to vote in the election of parent members of that employment

The election of parent members shall be by secret ballot. A person is qualified to vote in an election of parent members of a Catholic School Council if he/she is a parent/guardian of a pupil who is enrolled in the school. A person is qualified to vote in an election if he/she is employed at the school, in any capacity unless he/she is the principal or vice-principal of the school.

TERM OF OFFICE

1. All officers will be in office for one year from the date they are elected or appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.
2. A member of a Catholic School Council may be re-elected or re-appointed, unless otherwise provided by the by-laws of the council.

VACANCIES

1. A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with the by-laws of the council.
2. A vacancy in the membership of a Catholic School Council does not prevent the council from exercising its authority, unless there are not enough parents to form the majority of the Catholic School Council.

MEETINGS

1. A Catholic School Council shall meet at least four times during the school year.
2.
 - (a) A meeting will only take place when a majority (50% + 1) of the current members are present at the meeting, and;
 - (b) when a majority (50% + 1) of the members of the council who are present at the meeting are parent members.

3. **Following the elections in September and within the first 35 days, the Catholic School Council shall meet on a date fixed by the principal.**
4. All meetings of the Catholic School Council shall be open to the public and held at a location that is accessible to the public.
5. A principal shall post and distribute written notice, to every parent of a pupil enrolled in the school, the dates, times and locations of Catholic School Council meetings.

COMMITTEES OF THE CATHOLIC SCHOOL COUNCIL

1. **Any committee formed by the Catholic School Council shall include at least one parent member of the Catholic School Council.**
2. Committees of the Catholic School Council may include other members of the parent community.
3. Committees of the Catholic School Council may include, but are not limited to, the following:
 - 1 fundraising
 - 2 spiritual
 - 3 health and safety
 - 4 educational issues
 - 5 communication

VOTING AT CATHOLIC SCHOOL COUNCIL MEETINGS

1. Each member of the Catholic School Council, except for the principal who is a non-voting member, is entitled to one vote, on each recommendation to be brought forward to the principal.
2. Each member of a committee of a Catholic School Council is entitled to one vote during committee meetings except for the principal who is a non-voting member.

COLLECTION OF INFORMATION

- 1. The Ministry may, for the purpose of consulting and communicating directly with members of school councils, collect the names, mailing addresses, telephone numbers and e-mail addresses of the chair or co-chairs of a school council and of the other members of the council**
- 2. The Ministry may disclose information collected under subsection(1) to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of school councils.**

MINISTRY POWERS AND DUTIES

- 1. As part of its accountability to parents, the Ministry shall report annually to members of school councils on education in the province.**
- 2. The Ministry may,**
 - (1) make other reports to members of school councils; and**
 - (2) provide information to members of school councils respecting the roles and responsibilities of school councils.**

REMUNERATION

- 1. A person shall not receive any remuneration for serving as a member or officer of a school council.**
- 2. Every board shall establish policies respecting the reimbursement of members and officers of school councils established by the board.**
- 3. The board that established a school council shall reimburse members and officers of the council, in accordance with the policies referred to in subsection (2), for expenses they incur as members or officers of the council.**

SAMPLE BY-LAWS

APPENDIX A

By-laws that are mandated by Reg. 612 have been identified as required, and must be included in Catholic School Guidelines when formulated. Additional by-laws can be locally developed.

All by-laws of Catholic School Councils must reflect Board policy and the Catholic School Council Guidelines.

BY-LAW I PURPOSE

- a. To actively support all activities that promote Catholic education
- b. To act in an advisory capacity to the principal to improve pupil achievement
- c. To facilitate, through information and feedback, the accountability of the education system to parents.
- d. To make recommendations in accordance with Regulation 612(Appendix B) and the Board policy.

BY-LAW II COMPOSITION OF THE CATHOLIC SCHOOL COUNCIL

1. Parents/Guardians of the Students Enrolled in the School

- shall form the majority of membership
- a minimum of six(6) members and a maximum of ten (10) members elected who are a parent/guardian of a student in the school
- a person is not qualified to be a parent member if he/she is employed at the school

2. School Principal

- shall be a designated member, with no voting privileges

3. Teacher

- one(1) to be elected by the teaching staff

4. Other Staff

- one(1) member to be elected by non-teaching staff from the non-teaching staff

5. Pastor

- shall be a designated member (or)
- may appoint a parish representative

6. Community Member

- one(1) member shall be appointed from the broader Catholic community by the Catholic School Council

7. Student

- at the secondary level, one(1) student appointed by the student council (or)
- where no student council exists, one(1) student elected by the student body
- at the elementary level, one (1) pupil enrolled in the school, if the principal determines, after consulting the other members of the Catholic School Council, that the council should include a pupil

BY-LAW III DUTIES OF OFFICERS

1. **CHAIR**

In addition to the roles and responsibilities described, the chair shall:

- a. set the dates for Catholic School Council meetings in consultation with the principal
- b. prepare the agenda for all Catholic School Council meetings in consultation with the principal
- c. chair Catholic School Council meetings
- d. ensure that the minutes of Catholic School Council meetings are recorded and maintained
- e. participate in information training programs
- f. ensure that there is regular communication and input sought from the Catholic school community
- g. consult with senior administration and trustees, as required
- h. act as the official representative of the Catholic School Council
- i. be accountable to the school community they represent

2. **VICE-CHAIR**

The duties of the Vice-Chair shall be:

- a. To assist the Chair in his/her duties at all times
- b. To conduct meeting and accept the Chair's responsibilities in the absence of and upon request of the chair

3. **SECRETARY**

The duties of the Secretary shall be:

- a. To record the minutes of the Catholic School Council meetings and to provide each member of the Catholic School Council with a copy
- b. To ensure a copy of meeting minutes is made available, in accessible location, to the parent community at large
- c. To take care of correspondence pertaining to any Catholic School Council business
- d. To discard minutes and records more than four years old if the Catholic School Council so directs

4. **TREASURER**

The duties of the Treasurer shall be:

- a. To receive all monies raised by the Catholic School Council and deposit them in a bank approved by the Catholic School Council
- b. To co-sign all cheques with the principal, for all expenditures approved by the Catholic School Council
- c. To maintain records of all purchases and expenditures
- d. To present an up-to-date, written statement of accounts at each meeting

BY-LAW IV **ELECTION PROCEDURE** **(REQUIRED)**

1. An election of the Catholic School Council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the Catholic School Council after consulting with the principal of the school.
2. Notification and nomination forms will be sent home by the principal at least fourteen (14) days prior to the election.
3. Candidates must accept nomination prior to names being submitted.
4. If nominations do not exceed the stated number of candidates required, the slate of candidates for the Catholic School Council will be acclaimed.

5. Candidates will be given 2 -3 minutes each to express the reason(s) for their candidacy and candidates must state their employment by the board if it exists.
6. The election of parent members shall be by secret ballot.
7. Any parent/guardian of a pupil who is enrolled in the school may vote in an election of parent members of a Catholic School Council unless he/she is the principal or vice-principal of the school.

BY-LAW V TERM OF OFFICE (REQUIRED)

1. All officers will be in office for one year from the date they are elected or appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.
2. A member of a Catholic School Council may be re-elected or re-appointed.

BY-LAW VI VACANCIES (REQUIRED)

1. A vacancy in the membership of the Catholic School Council may be filled by election or appointment, or left vacant if the Catholic School Council determines that there is insufficient time left in the school year to warrant an election.
2. The Catholic School Council may exercise its authority when a vacancy exists, unless there is not enough parents to form the majority of the Catholic School Council.

BYLAW VI MEETINGS

1. A Catholic School Council will meet at least four times during the school year.
2. Following the elections in September and within the first 35 days of the school year, the Catholic School Council shall meet on a date fixed by the principal.
3. All meetings of the Catholic School Council shall be open to the public and held at a location that is accessible to the public.

4. The principal shall post and distribute written notice, to every parent of a pupil enrolled in the school, the dates, times and locations of Catholic School Council meetings.
5. All members of the Catholic School Council shall attend meetings with a maximum absenteeism of three meetings, unless absence is due to mitigating circumstances. Without mitigating circumstances the member will be asked to resign and the vacancy procedure shall be exercised.

BY-LAW VII QUORUM

1. A meeting will only take place when:
 - a. a majority (50% + 1) of the current members are present at the meeting, and;
 - b. a majority (50% + 1) of the members of the council who are present at the meeting are parent members.

BY-LAW VIII COMMITTEES

1. One parent member of the Catholic School Council will be a member of each committee.
2. Committees of the Catholic School Council may include other parents and members of the school community.

BY-LAW VIII VOTING

1. Only members of the Catholic School Council, except for the principal who is a non-voting member, are entitled to one vote on each recommendation.
2. Each member of a committee of a Catholic School Council is entitled to one vote during committee meetings except for the principal who is a non-voting member.

BY-LAW IX CONFLICT OF INTEREST (REQUIRED)

Conflict of interest relates to a direct financial benefit to the elected member, either personally or through the member's family.

Direct financial benefit should be interpreted as an individual interest rather than one that is common to a class of persons. It is not considered a conflict of interest if a large segment of a population, including the member, will benefit from a decision to which the member is a party; however, there is a conflict of interest if a member or his/her immediate family could benefit personally from a decision while a larger group of people could not.

Immediate family should be interpreted to include the spouse, parents or children of the elected member.

1. A Catholic School Council member must not use information obtained as a result of his/her election for personal benefit.
2. A Catholic School Council member must declare a conflict of interest situation at the earliest opportunity to the Chairperson.
3. The chairperson must ensure that the declared conflict of interest is recorded in the minutes of the Catholic School Council.
4. Once a conflict of interest has been declared by a member, that member must not participate or vote on any issues related to the conflict of interest.

BY-LAW X CONFLICT RESOLUTION PROCESS (REQUIRED)

A conflict resolution process must take place when a situation occurs among the Catholic School Council that appears to be at an impasse or unresolvable. Each complaint will be dealt with in strict confidence. Where the conflict resolution process is pursued, it shall be conducted in a timely and effective manner.

The following represent a process for resolving a complaint:

STEP 1 INFORMAL RESOLUTION PROCESS

- 1) Parties involved in an unresolved situation must first attempt to communicate positions and/or concerns with parties involved.
- 2) If the parties agree, the matter is resolved.

STEP 2 FORMAL RESOLUTION PROCESS

- 1) If situation in part 1 is still unresolved, the parties should ask for assistance in mediating from the principal.
- 2) If the principal is a party in the unresolved situation, parties should move to step 3.

STEP 3

- 1) The parties involved in the unresolved situation may submit a written explanation to the Superintendent of Education for the school.
- 2) The Superintendent of Education for the school may attend a meeting to assist in resolving the conflict and will respond in writing.

STEP 4

- 1) If Steps 1 through 3 have not resulted in a resolution, the Director of Education may be contacted in writing whose decision is final, to assist in mediation.

APPENDIX C

USEFUL RESOURCES FOR CATHOLIC SCHOOL COUNCILS

1. Hamilton-Wentworth Catholic District School Board Fundraising Policy
2. Hamilton-Wentworth Catholic District School Board Dress/School Uniform Policy
3. Hamilton-Wentworth Catholic District School Board Safe School Manual
4. Getting Started, A Resource Guide For Establishing School Councils (1996)
5. The Evolution of Catholic School Councils
6. Involving Other Parents, The Primary Focus of the Catholic School Council
7. Our Catholic Schools: A Discussion on Ontario's Catholic Schools and Their Future
8. Regulation 612.00
9. Regulation 613.00
10. Catholic School Councils Implementation Handbook
11. Catholic School Council Implementation Committee
Contact : Superintendent of Education, Corrado Ciapanna

**NOMINATION FORM FOR CATHOLIC SCHOOL COUNCIL:
ELECTIONS OF PARENTS**

The election for Catholic School Council Parent Representatives will be held on (date of election). According to the (School Name) by-laws (number) parents are to be elected. The Catholic School Council is an important part of our school community, bringing a parental voice to discussions. Please consider nominating an individual or individuals who you feel would help to bring the parental perspective to meetings.

Please fill in the following nomination form and return to the school by (date of desired return). You may nominate up to (number) parents.

I _____ wish to nominate the
(name)
following person(s) for the Catholic School Council:

NAME OF CANDIDATE	PHONE # OF CANDIDATE	CANDIDATE AGREES TO NOMINATION (yes/no)

Suggestions:

1. The number of spaces on the form should match the number of parents to be elected to office.
2. If your school decides that it will accept self-nomination, this should be included in the opening paragraph.
3. All parents who are nominated should be called to verify their interest and to be sure they have knowledge of the date and expectations of election night.

SCHOOLS

**H-WCDSB
POLICY
MANUAL**

FUND RAISING

S.13

POLICY

1. The Hamilton-Wentworth Catholic District School Board permits fund raising undertaken by schools through the Catholic School Council, parents, students and/or staff. All fund raising activities, whether for the school or for an approved organization, shall be related to charitable, humanitarian, educational or service/activities that are in keeping with the Board's Mission and Vision.
2. The Board acknowledges and shall adhere to the requirements of Regulations 298, Section 25 concerning canvassing and fund raising, i.e.
 - (1) It is the duty of the principal to ensure that any canvassing or fundraising activity on school property by the pupil is carried on only with the consent of the board that operates the school.
 - (2) No principal, vice-principal, or teacher, without the prior approval of the board that operates the school at which they are employed, shall authorize any canvassing or fund raising activity that involves the participation of one or more pupils attending the school.
3. The Hamilton-Wentworth Catholic District School Board recognizes the value of excursions(out of school learning experiences) and the added costs involved in transportation and the additional expenditures of such outings.
4. The Board recognizes that pupils and parents may wish to augment furnishings and equipment in the school.
5. The Board acknowledges its responsibility for the safety and well-being of pupils entrusted its care.
6. The Board pledges its continued support to and recognizes the Holy Childhood Society as the Board's official charity – for aiding in the care of children in the Third World.

REGULATIONS

1. All fund raising shall be carried out under the jurisdiction and supervision of the Principal and the Principal shall approve the content, and or posting on school property of any advertising materials or the distribution of notices dealing with school fund raising events.

2. It is expected that the fund raising activity alone, or in combination with other activities will neither interfere with program delivery nor place undue burdens on the staff, the pupils or their families.
3. The Board stipulates that there shall be:
 - a) no more than two major campaigns through (Catholic School Council) in each school per year
 - b) no more than one major campaign through pupils/staff in each school year
 - c) campaigns of a minor, Parish sponsored or charitable nature in each school shall be permitted at the Principal's discretion with the school's respective Superintendent of Education's approval
4. In the event that a major fund raising opportunity presents itself after an application for approval has been accepted and such a fund raising opportunity is in keeping with the requirements of Board policy on fund raising, the school's Superintendent of Education shall have the discretionary powers to authorize fund raising activities not included on the approval list for the current year. Such activities shall be submitted to the Board for inclusion in the annual summary record and on the amplification for approval form for the following year.
5. Specific prohibitions shall be placed on:
 - a) canvassing on streets, in malls, public places and door-to-door canvassing by elementary pupils; and
 - b) unaccompanied canvassing by secondary pupils. Pupils at this level shall canvass in pairs or be accompanied by an adult
6. The Principal shall ensure that schools consider the concepts of "value for money" and "wellness" in the selection of fund raising activities. Fund raising activities are to be schedule so as not to overburden each household at any one time.
7. The Principal shall ensure that there is fair and equitable distribution of fund raising proceeds for the direct benefit to the pupils. All monies raised in a given school year to be utilized, whenever possible, on behalf of the pupils in the same school year, unless otherwise approved by the Superintendent.
8. The Principal shall ensure that no less than 10% of the net proceeds is to be given to a charity selected by the school and approved by the Board.
9. The Principal shall ensure that, when a family has more than one child in the same school, any fund raising activity is to be done by only one member of the family. Pupil participation shall be one a voluntary basis.

10. When a fund raising project is conducted jointly with the school's Catholic School Council, it is understood that the decision making as to the disbursement of funds is also a joint responsibility.

The following shall be authorized to sign cheques:

- a) at least one parent on the Executive of the Catholic School Council usually the Treasurer or the Chairperson and
 - b) the School Principal or designate.
11. An annual financial summary of all fund raising activities conducted during the school year shall be prepared and presented to the school community by the Principal before June 30th of each year. This financial statement shall be kept on file at the school.

PROCEDURES

1. All proposed fund raising events to be undertaken by schools through the Catholic School Council, parents, **pupils** and or staff are to be submitted annually to the November meeting of the **Religion, Family Life and Instructional Services Committee (Form A)**
2. All proposed (**Major**) fund raising activities for a given year are to be listed on the appropriate reporting form outlining the planned activities, whether initiated by the **Catholic School Council** parent, **pupils** and or staff, time period, purpose and direction of proceeds and the charities to be supported. (**Form A**)
3. Each school shall submit a summary record of all fund raising activities for the year on the appropriate reporting form outlining the events, purpose, charities supported, whether initiated by Catholic School Council parents, **pupils** and or staff and total amount raised. This form is to be submitted to the school's respective Superintendent of Education before September 30th of each year (**Form B**)
4. Detailed record keeping practices are to be utilized in the recording of receipts and disbursements generated by fund raising activities in accordance with those prescribed by the Superintendent Finance and Treasurer of the Board. School accounts to be reviewed by the Superintendent of Finance.
5. Safe fund (money) handling procedures for all authorized projects are to be established in accordance with the directives of the Superintendent of Finance.
6. Proceeds in excess of \$200.00 must be deposited into a bank account by the end of the day. The use of night deposit facilities is encouraged to minimize the amount of money kept in the school.

BM 7 Nov. 89 1 Nov. 94

1 Dec. 98

24 Jun 03

NEPN:
JJE, JJE-R

RELATED BY-LAW(S) : 7:02

GUIDELINES FUND RAISING

DEFINITIONS

1. Charitable Campaign: a fund raising activity with the objective of raising money to support a charitable organization.
2. Parish Sponsored Campaign: a fund raising activity with the objective of raising money to support a Parish sponsored activity, i.e. Holy Childhood Society, Missions
3. Major Campaign: a major campaign would involve a majority of the student body in the fund raising activity organized or approved by the school, i.e. sale of chocolate bars, cheese, fruit, Christmas ornaments, etc.
4. Minor Campaign: a minor campaign would involve a part of the student body, e.g. a division, a department or classroom(s) in fund raising activities, i.e. hot lunches, milk, juice, bake sales, etc.

BOARD APPROVED FUND RAISING ACTIVITIES

The following activities are examples approved by the Board as fund raising activities. Principals are to use the appropriate reporting form to obtain approval prior to the commencement of a fund raising activity.

SALES

- edibles at schools, e.g. hot lunches, juice/milk, nutritious snacks
- sales to home/community, e.g. citrus fruit, cheese, cookies, chocolate bars, candy, long distance rates
- photos
- merchandise, e.g. calendars, giftwrap, ornaments, books, plants
- school sportswear
- tuck shop/canteen
- items for charities, e.g. poppies, daffodils

EVENTS

- book fair
- bazaar, e.g. carnival penny sale, craft sale
- car wash
- collections, e.g. bottle drive, canned goods, used clothing, grocery tapes, Canadian Tire money, money for specific charities, Angel Tree gift
- socials, e.g. dance, party, BBQ, corn roast, family social
- school production, e.g. concert, play, sporting events
- a-thons, e.g. Read-a-thon, Walk-a-thon, Jump Rope

OTHER

- Parent-School Community Association memberships, student activity fees
- Games of chance (card games, etc.)
- Concession, e.g. local fairs, parking

APPROVED FUND RAISING EVENTS 2008-2009

APPROVED FUND RAISING EVENTS 2008-2009

<p>50/50 Draw Auction, Art Auction Athletic Team Activities Bake/Food Sales Barbeque Bazaar Bingo Book Fair Cafeteria/Coke Rebate (Secondary) Canadian Tire Money Car Wash Carnival Casual Days Charity Hockey Game Christmas Ornament Sales Craft Sales, Craft Night Notre Café One Time Donation (per family) Paid Civies Days Panther Crawl Penny Sales Plant/Flower Sale Poster Sale QST (Reader's Digest Year Round Fund raising) Raffles Regal Catalogue Samco</p>	<p>Dinner/Silent Auction Draw i.e. Sports Tickets Easter Seal Society Easter Raffle Entertainment Books Facilities Rental Family Ice Skating Family Fun Night Fashion Show First Aid Kits Garage Sale Garbage Bag & Soap Sales Green Tech Golf Tournament Loonie Movie Day Nevada School Dances School Store Sportswear/Spirit Wear Spirit Days Sports-a-thon Spring Fling Student Council Events Supermarket Tape Drive Tupperware Value Coupon Books Vending Machines</p>
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CHARITABLE CAMPAIGNS

<p>Christmas Tree of Hope City Kidz Coins for the Needy Flamborough Food Bank Giving Tree Helping a Child Smile Holy childhood collections Lenten Penny Drive</p>	<p>M.S. Read-a-thon Mother's Day Telethon Operation Christmas Child Project Rachel Special Collections – i.e. Disaster Relief Terry Fox Run Week of the Child</p>
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CHARITIES

<p> Arthritis Association Benevolent Fund Bereaved Families of Ontario Big Brothers Association Birthright Breakfast Program C.Y.O. Camp Brebeuf Camp Marydale Camperships Canadian Jesuits International Cancer Assistance Program Cancer Society Caritas Catholic Children's Aid Society Catholic Family Services (St. Martin's Manor) Catholic Missions in Canada Canadian Food for Children Children of Chernobyl Children's Hospital Christian Children's Fund of Canada Christmas Charities D.E.B.R.A. (Dystrophic Epidermolysis Bullosa Research Assoc.) Development and Peace Diabetes Foundation Disabled Sports Diversity Program D.R.E.A.M.S. Drummond House El Salvador Mission Food Bank Funfest Good Shepherd/Brennan House Hamilton Habitat for Humanity HWCDSB Equal Opportunities Fund Heart & Stroke Foundation </p>	<p> Holy Childhood Society Housing Emergency Loan Program Jubilee Trust Fund Jump Rope for Heart Junior Achievement Knights of Columbus M.S. Society MacDonald House Make A Wish Foundation Martha House Mission Club Mission Services Muscular Dystrophy Needy Families/Sponsor Students Neighbour to Neighbour Neurofibroma Out of the Cold Red Cross Right to Life S.P.C.A. Salvation Army Scarboro Missions Sisters of St. Joseph, Jamaica Sponsorship of a Child in a Third World Country St. Helen's Apple Program St. Joseph's Hospital St. Joseph's Healthcare Foundation St. Patrick's Parish Heritage Fund St. Vincent de Paul Society The Society of the Human Family in Christ Ukrainian Social Services The Living Rock The Lung Association United Way Wells of Hope World Vision Canada Wilma's Place Y.W.C.A. </p>
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HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD
FORM A **APPENDIX G**
SCHOOL FUND RAISING ACTIVITIES
APPLICATION FOR APPROVAL

SCHOOL _____ SCHOOL YEAR _____

PRINCIPAL _____ SUPERINTENDENT _____

MAJOR FUND RAISING ACTIVITIES

A. STUDENT/STAFF

1. Activity: _____

Time Period: _____

B. CATHOLIC SCHOOL COUNCIL/PARENTS:

1. Activity: _____

Time Period: _____

2. Activity: _____

Time Period: _____

C. CHARITIES TO BE SUPPORTED:

(In keeping with the Fund Raising Policy of the Hamilton-Wentworth Catholic District School Board, a minimum of 10% of the net income raised shall be donated in support of charities approved by the Board.)

1. _____ 2. _____

3. _____ 4. _____

D. PLANNED DISBURSEMENT OF FUNDS

- Co-Instructional activities
- Out of school learning activities
 - Curriculum support
 - Contingency
- other _____

I recommend the approval of these activities to be conducted according to the regulations and procedures approved by the Hamilton-Wentworth Catholic District School Board (Policy Sec. 09 S.13)

Principal's Signature _____

Superintendent's Approval _____

Date: _____

Date: _____

AS-04-26

CATHOLIC SCHOOL COUNCIL ANNUAL REPORTING REQUIREMENTS

The following information is provided by the Catholic School Council Implementation Committee to give schools a user friendly document incorporating the required areas of annual reporting. It also provides flexibility so councils can offer information unique to each community.

PURPOSE

To fulfill every school's responsibility under the Education Act, Regulation 612.00 regarding School Councils.

24. (1) Every school council shall annually submit a written report on its activities to the principal of the school and to the board that established the council.

(2) If the school council engages in fundraising activities, the annual report shall include a report on those activities.

(3) The principal shall, on behalf of the school council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

(4) Subsection (3) may be complied with by,

(a) giving the report to the parent's child for delivery to his parent; AND

(b) posting the report in the school in a location that is accessible to parents

The Annual Report also serves to ensure communication, accountability, and transparency by the elected council to the school community.

While the report must be handed out in hard copy, it is appropriate to give a brief verbal presentation to each report at a council meeting. This would also be an appropriate time to allow for question on each topic.

The Annual Report must be kept with all other School Council documentation (minutes of meetings, financial records, etc.) and a copy must be forwarded to the Area Superintendent.

KEY/CORE REPORTS MAY INCLUDE, BUT NOT LIMITED TO:

(1) Chair's Report

- Overview of Council goals and how they were achieved as well as a general outline of school activities and news
 - Overview of Council's activities highlighting key events/activities.

(2) Treasurer's Report

- Since the Annual Report must include a financial statement, this should be an explanation of income and expenses using a basic spreadsheet

(3) Fundraising Committee Report

- Highlight fundraising activity (e.g. pizza days, raffles, major and minor fundraisers)
- How revenue was used
- Rationale behind using funds for particular items.

(4) Other Suggested Reports

Use this opportunity to report the activity of other standing committees, for example:

Spiritual Committee

Election Committee

Environmental (Green) Committee

Educational Committee

Volunteer Development Committee

Health & Safety Committee

Communication Committee