



4104 EMPLOYEE FUNDRAISING POLICY

Policy Type: Administration
Applies To: All employees and volunteers
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 05 2023
Revisions: 06 2024
12 2024

Replaces Fundraising Policy (1997)

1. PURPOSE:

Langley Christian School (LCS) is a charitable organization committed to providing quality education while upholding its mission, vision, and values. As part of our commitment to charitable initiatives, this fundraising policy outlines the guidelines and procedures for employees engaging in fundraising activities for external charities and causes.

2. SCOPE:

LCS recognizes the importance of charitable giving and community engagement. While our primary focus is on delivering excellent education and supporting our students' growth, we acknowledge the value of contributing to philanthropic efforts. However, due to organizational limitations and the potential impact on our tax reporting and charitable status, fundraising for external charities must be approached cautiously and selectively. This policy does not apply to personal fundraising that an employee conducts outside of Langley Christian School and which is unaffiliated with any employment at the school.

3. GUIDELINES:

- (a) **Alignment with Mission and Vision:** Fundraising efforts for external charities must align with LCS's mission and vision. The Head of Schools will assess each proposed charity or cause to ensure it supports the values and goals of the school.
- (b) **Constitution and Bylaws:** Any external charity or cause supported by LCS employees must be in accordance with the purposes outlined in the school's Constitution and Bylaws.
- (c) **Vetting Process:** Employees interested in fundraising for an external purpose or charity on behalf of the school or students must submit a formal request to the Head of Schools. This request should include information about the purpose, charity, its mission, fundraising goals, and how it aligns with LCS's values.

- (d) Head of School Approval: The Head of Schools will review each fundraising request and assess its compatibility with LCS's mission, vision, and Constitution and Bylaws. Approval will be granted if the charity's purpose and objectives resonate with the school's values and if there is no conflict with the school's internal fundraising campaigns.
- (e) Reporting: Employees engaging in fundraising activities for approved charities (section 4) must provide periodic updates to the Head of School regarding the progress and outcomes of their initiatives.

4. APPROVED EXTERNAL CHARITIES:

- (a) Student or staff organized fundraising activities for external charities may only be approved by a principal or designate if they are approved by the Head of School:
 - Terry Fox Foundation
 - ALS Society
 - Big Brothers and Big Sisters
 - Langley Food Bank
 - World Vision
 - BC Children's Hospital
 - Raphael House
 - The Door is Open
 - Opportunity International
 - Salvation Army Harbour Light
 - Gateway of Hope
- (b) Any fundraising activities for the listed charities must be communicated in advance to the Director of Development and Head of School.

5. CHARITABLE STATUS AND AUDIT IMPLICATIONS:

- (a) LCS acknowledges that engaging in fundraising activities for external charities may have implications for the school's charitable status and tax reporting. Therefore, all fundraising efforts must be conducted transparently and in compliance with relevant legal regulations.
- (b) All funds collected through school or classroom-based fundraising must be reported and accounted for using the established procedures as established by the Director of Finance.

6. RESPONSIBILITIES:

- (a) Employees: Employees interested in fundraising for external charities are responsible for submitting detailed requests to the Head of School, adhering to the guidelines outlined in this policy, and providing timely updates on their fundraising activities.

- (b) Head of School: The Head of School will review and approve fundraising requests, ensuring they align with LCS's mission, vision, Constitution and Bylaws, and charitable status.
- (c) Principal: The principal is responsible to ensure that all planned fundraising activities are reported to the Director of Development and Head of School in a timely manner.

7. RAISING FUNDS FOR CURRICULAR EXPENSES AND EXTRACURRICULAR PROGRAMS:

- (a) LCS parents and stakeholders recognize the value of students learning how to work to raise funds for the opportunities they benefit from at LCS, rather than these opportunities being included in tuition fees.
- (b) Faculty and students may create small-scale fundraising activities for any expense related to a course of study or extracurricular program, provided the total goal amount is less than \$1000 per student.
- (c) This policy applies to enrolled curricular courses or core programs (pillars) only: arts, athletics, STEM, academic and service learning trips.
- (d) Faculty may also solicit donations from the LCS community to support students who due to family or personal circumstances are unable to pay the full amount of fees necessary to participate in a core learning or extracurricular activity.
 - 7.d.1. All funds collected by employees via donation in support of another student must be reported to the finance department.
 - 7.d.2. Funds collected in support of disadvantaged students will generate a charitable tax receipt from LCS.

8. APPROVAL AUTHORITY

Principals or other administrative staff may not authorize any fundraising activity not outlined in this policy without consultation with the Head of School.

Reviewed: 12 2024