



POLICY NUMBER AND NAME: 06.02 DEVELOPMENT AND FUNDRAISING – VERSION 3.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
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SECTION: 06 – FINANCE AND ADMINISTRATION	LAST REVISION DATE: APRIL 26, 2021			
ADOPTED: DECEMBER 17, 2012	REVIEW FREQUENCY: EVERY 4 YEARS			

PREAMBLE

This policy is intended to outline development and fundraising guidelines at Richmond Christian School (RCS). Tuition fees and government grants do not cover the full cost of an RCS education and therefore the school may initiate campaigns to fulfill its vision. It is important for RCS to identify sources of additional revenue and how to acquire, accept and manage these financial contributions.

All monetary or in-kind donations requiring tax receipts must comply with Canada Revenue Agency regulations. For tax receipting purposes, donations cannot be designated towards specific individuals.

The Development Director in collaboration with the Board of Directors and Administrative Team ensures:

- each campaign supports the mission and vision of RCS.
- appeals are regulated and monitored in order not to compete with each other or overburden the community.

REVIEW HISTORY		
DATE	VERSION	CHANGES
SEPTEMBER 26, 2016	2.0	
APRIL 26, 2021	3.0	

1. FUNDRAISING CAMPAIGNS

a. Annual Campaign

This yearly campaign supports strategic priorities not included in the school's current operating budget. The Year End Appeal is an example of an annual campaign.

b. Project Campaign

This campaign supports a specific goal and operates for a defined period of time. Funds raised through this campaign provide RCS with the opportunity to purchase new equipment, technology and resources or meet other needs not included in the operating budget.

c. Charitable Campaign

This campaign supports a specific charitable organization or benevolent program outside of RCS and operates for a defined period of time. These organizations must be registered Canada Revenue Agency charities whose mission and purpose align with the RCS mission statement.

d. Mission Campaign

Mission campaigns may commence the year before a planned mission trip as well as the year in which the mission trip is scheduled to occur. Funds raised through this campaign provide financial support for mission trip expenditures such as travel, accommodations, meals, or supplies and materials for use on the mission trip.

2. CAMPAIGN AUTHORIZATION

- a. Each Campaign will be approved based upon the number and scope of other Campaigns already approved during the school year.
- b. The approval process for all fund-raising campaigns shall commence with the completion of a Development Campaign Request Form.
- c. The Development Director will ensure that each Fundraising Campaign Request Form complies with the annual development goals, long-term fund raising plans and the school's Mission. All Campaigns and fund-raising initiatives must be pre-approved by the Development Director in partnership with the Administrative Team before any advertising or promotion can be implemented.

3. REPORTING TO THE BOARD OF TRUSTEES

The Development Director will provide campaign updates to the Board of Directors at their regularly scheduled meetings.

4. DONATION ACCEPTANCE

- a. Donations must not incur obligations, conditions and restrictions by the donor for their personal or corporate gain. RCS does not accept donations in exchange for direct or third-party benefit. (e.g. naming privileges or other perceived direct benefits)
- b. The donation must support the mission, vision, and policies of RCS, enhancing its public image and reputation.
- c. A donor may request to remain anonymous from publication of their donation activity.
- d. A donation may be designated to a particular need or campaign.
 - i. Undesignated donations will support strategic priorities as determined by the Board of Directors.
 - ii. RCS reserves the right to re-designate funds should a project be cancelled, determined to no longer be viable, or excess funds have been raised.
- e. RCS will not accept donations from families or their relatives during the time of the admission process.