Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

PROPOSED FUNDRAISING AND SCHOOL FEES
School Generated Funds

ACCESSIBILITY:
To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

To be Completed by Principal with School Council Consultation

School Name: _____ **School Year:** _____

School Account: ☐ SGF ☐ Lottery **Due:** **November 30th**

This Fundraising and School Fees schedule is designed to assist parents for upcoming costs during the school year. Additional funds may be collected throughout the school year for other events and activities such as educational excursions. Due to unforeseen changes in costs, some fees may be subject to change. Families experiencing financial hardship may have access to subsidies to cover some or all school fees. If you have any questions or concerns, please contact the school Principal.

NOTE: No major fundraisers are to take place prior to this form being signed and approved.

FUNDRAISING

Timing	Type of Fundraiser	Target Group	Reason for Fundraising	Fundraising Goal	Major/Minor
(Fall, Spring, Ongoing)	(Bingo, Dance-A-Thon, Hot Lunch Program, Terry Fox)	(Grade, Team, Whole School, School Community)	(Field Trip/Transportation Support, Graduation, Athletics, AV Equipment, Play structure, Terry Fox Donation, Nutrition 4 Learning)	(Approximate Proceeds Expected to be Raised)	Circle One
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor
					Major / Minor

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SCHOOL FEES		
Activity/Item	**Amount of Fee $**	**Reason for Fee**
(Student, Athletic, or Team Fees, Agendas, Yearbooks, Enhanced Programming, Student Retreats, Field Trips, Spirit Wear, Graduation)	(Per Student or Item Fee)	(Extra Curricular Activity, Parent Communication Tool, Enhancements to Curriculum, Celebration)

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Approvals to be Completed by Principal, School Council Chair, Superintendent

Trial Balance Report Attached ☐ Yes ☐ No

Principal Name	Principal Signature	Date
School Council Chairperson Name	School Council Chairperson Signature	Date
Finance Department Name	Finance Department Signature	Date
Superintendent Name	Superintendent Signature	Date

Notice of Collection

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act, the Broader Public Sector Accountability Act, 2010 and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the School Generated Funds and Fundraising programs. Questions regarding the collection of this information should be directed to finance@wcsb.ca

Completed by: School Principal, School Council Chairperson(s), Finance, School Superintendent
Distribution: Principal and School Council Chair → Finance (finance@wcdsb.ca) → School Superintendent → Internal Audit Officer → School Newsletter and School Website (School Council Section)
Retention: Main Office SGF Records (Current + 6 Years)