

# PRINCE EDWARD ISLAND HOME AND SCHOOL FEDERATION FUNDRAISING GUIDELINES

## 1.0 Introduction

Fundraising guidelines are designed to establish a process for the generation and distribution of funds raised through initiatives organized by Home and School Associations. Parents want to be involved in their child's school community and are willing to support, both financially and through volunteer efforts, projects aimed to generate funds that benefit their child's education.

## 2.0 Fundraising Goals

- To strengthen parent, family and community involvement in support of student learning;
- To support special events, extra curricular and co-curricular activities or projects;
- To acquire or enhance curriculum support materials, resources or activities which support the School Development Plan.

## 3.0 Fundraising Guiding Principles

- Fundraising should target specific projects that are reflective of the most important educational priorities of the school as identified through the School Development process, which has input from parents, school administrators and teachers.
- The activities which are appropriate for fundraising are those which directly benefit children and the school community.
- Fundraising projects should comply with all laws, school regulations, and health and safety requirements.
- Due to safety concerns, no fundraising activity will use children to sell or solicit funds door-to-door.
- Projects should serve as a positive example for our children and youth.
- Volunteer resources are valuable and should be utilized for the greatest benefit of the school community.
- Participants should be involved on a voluntary basis only.

## 4.0 Review Procedures

- Proposals for fundraising activities or requests for funds should be submitted in writing to the Home and School Executive (or a Finance/Fundraising Subcommittee, if one is established) for consideration.
- Proposals or requests can come from parents, teachers, school administrators and staff.

- Proposals or requests should be presented by the Home and School Executive for discussion at a Home and School meeting and decided on.
- Fundraising activities or funding requests approved by the Home and School Association should be clearly communicated to school families through school newsletters, web site, etc. For fundraising activities, information should include the goals of the fundraising event (i.e. why funds are being raised). For funding requests, information should include how the funds are to be used.
- For fundraisers, a report should be circulated to parents upon completion of the activity outlining the results.
- Monies from fundraising should not be used for ongoing staffing costs or to purchase core learning materials, including, but not limited to, classroom supplies (paper, writing tools, markers, glue, scissors, etc.), textbooks, library books, work/exercise books, and curriculum delivery technology (eg. Computers, LCD projectors, white/smart boards).

## **5.0 Accountability of Funds**

- At a fundraising event or when funds are received, the Chair of the fundraising committee (or designate) and one other member should count the monies received together. They should both sign off on the receipt of these funds.
- All funds received should be deposited into a Home and School Association account set aside for this purpose. No funds should ever be deposited into a personal account.
- Funds may be dispersed by
  - requesting a cheque from the Treasurer for the pre-approved amount, and then returning a receipt along with any unused funds, or
  - purchasing pre-approved items with personal funds and submitting receipts for reimbursement by the Treasurer.
- An annual financial report should be prepared by the Home and School Association outlining all monies received and spent for that year.