



*Prince Edward Island Home and School Federation Inc.*

PO Box 1012, Charlottetown, PEI C1A 7M4  
(P) 902-620-3186 1-800-916-0664 (F) 902-620-3187  
peihsf@edu.pe.ca • www.edu.pe.ca/peihsf

December 17, 2009

Dear Presidents / Co-Chairs and Principals:

Over the past few years the Federation has received a number of inquiries from parents and principals regarding fundraising activities undertaken by local home and school associations / parent councils. We know that parents want to be involved in their child's school community and are willing to support projects aimed to generate funds that benefit their child's education. The approach to fundraising varies from school to school and this has led to some uncertainty as to the role of fundraising and to the acceptable use of the money raised.

In response to these inquiries and to provide greater clarity on fundraising, the Federation has drafted fundraising guidelines for local home and school associations / parent councils. These guidelines are designed to establish a process for the generation and distribution of funds raised through initiatives organized by home and school associations. With these guidelines, the Federation is seeking to align fundraising activities with the education priorities of the school as identified through the school development process.

The federation would like to hear from parents and principals. What do you think about these fundraising guidelines? Do you agree with aligning fundraising activities with the school development plan? Can you suggest improvements to the guidelines? Do you have any concerns about the guidelines? Any input would be greatly appreciated.

The draft guidelines can be linked from the front page of the PEI Home and School Federation website ([www.edu.pe.ca/peihsf/](http://www.edu.pe.ca/peihsf/)) under News and Events. It would be great if you would make parents in your school aware of the draft guidelines by posting a link on the school's website and putting a notice in the school newsletter. Also, we ask that you please put this on the agenda for your next home and school / parent council meeting.

In order to get the guidelines finalized early in the new year, we have set a deadline of January 31, 2010 for feedback. If you have any questions, please do not hesitate to contact me ([wwhelan@upei.ca](mailto:wwhelan@upei.ca)) or Shirley Jay at the Federation Office.

Regards,

Bill Whelan

President  
Prince Edward Island Home and School Federation

# DRAFT

## PRINCE EDWARD ISLAND HOME AND SCHOOL FEDERATION FUNDRAISING GUIDELINES 2010

### 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 school repairs 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, computer equipment/disks/software and white/black 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.