

Sherbrooke Academy Junior – Fundraising Guidelines

1. Objectives

The purpose of the document is to provide fundraising guidelines in order to make decisions in the best interest of the students and the community at large.

2. Fundraising – Who does it?

Fundraising may be carried out by one or more groups. At our school, fundraising has been led by students, teaching staff, support staff, and/or Home and School. All fundraising must be in consultation and approved by the principal.

3. Fundraising activities undertaken on behalf of the school should:

- Be used to extend and enhance the quality of classroom instruction
- Enrich and inspire the education of the students
- Relate to the school community at large by promoting local and global citizenship, and by supporting and encouraging leadership and compassion programs in our community
- Support School Board Policies (e.g. food and nutrition policy) and the Sherbrooke Academy Junior mission statement
- Be fiscally transparent
- Use products and services of good quality and provided by reputable companies

4. Fundraising for capital projects and related items

Fundraising activities for these initiatives must be conducted in consultation with the school principal. The school principal must approve the initiatives prior to presentation to Governing Board. The principal presents the fundraising to the Governing Board for final approval.

5. Fundraising approval/ documentation process

- A fundraising process form needs to be filled out including financial breakdown/ objectives. The form will include a summary of the distribution and breakdown of funds or items.
- All fundraising activities by the Home and School and/or any other parent committee must be presented for approval to the principal.
- The principal will present these requests to GB for final approval.

5a. Student Led Fundraising Process

- Student must present their idea to their homeroom teacher.
- A fundraising form must be filled out with the help of the teacher.
- All fundraising activities by must be presented for approval to the principal.
- The principal will present these requests to GB for final approval.

7. Ad-Hoc Fundraising Events:

Often in the school year teachers and staff are presented with ideas stemming from class themes, or from personal illness, or personal involvement in international foundations. These must be approved by the principal. While these events are not proposed in advance, they will nonetheless be given the same opportunity through the fundraising approval process.

FUND RAISING ACTIVITY REQUEST

Date of the Request: _____

FUNDRAISER TITLE		PERSON RESPONSIBLE <input type="checkbox"/> Home and School <input type="checkbox"/> Homeroom: _____ <input type="checkbox"/> Other (Specify):	
GOAL			
SHORT DESCRIPTION OF THE ACTIVITY			
TIME FRAME OF THE ACTIVITY – (start date, end date, specific dates)			
LOCATION OF FUND RAISER <input type="checkbox"/> School <input type="checkbox"/> Other (Specify)		TARGET OF FUND RAISER <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Other (Specify)	
DONATION REQUESTED <input type="checkbox"/> Money (amount) _____ <input type="checkbox"/> Other (specify):	EXPECTED \$ AMOUNT TO BE RAISED OR OTHER (specify)	EXPECTED COSTS TO BE INCURRED	
ORGANIZATION BENEFITTING FROM FUND RAISING (contact person, telephone, address)			

Supporting documents attached (Letter to parents, information about organization, etc.)

Person Responsible Signature: _____

GOVERNING BOARD DATE: _____	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
_____ Governing Board Chair	_____ Principal

FINANCIAL REPORT OF FUNDS

Summary of the Activity – Event (explain what took place)

AMOUNT RAISED \$ OR OTHER (specify)

EXPENSES

TOTAL AMOUNT DONATED \$ OR OTHER (SPECIFY)

Person Responsible Signature: _____

Date: _____