

**École Jules Quesnel Parent Advisory Council (“PAC”)
Fundraising Policy**

1. PURPOSES

The key purposes of fundraising at École Jules Quesnel (“JQ”) are:

- (1) to supplement the resources and activities available at JQ to enrich our children’s learning experience; and
- (2) to foster and enhance the sense of community within the JQ population.

2. SCOPE OF POLICY

In recent years there have been several streams of fundraising at JQ:

- (1) a direct donation programme to provide PAC operating funds (“**Direct Donation**”);
- (2) fundraising initiatives to support the Grade 7 Trip;
- (3) fundraising initiatives for other specific purposes; and
- (4) classroom fundraising initiatives implemented or supervised by the teachers.

The intent of this Policy is to address all parent-run fundraising activities. Any initiatives under item (4) above (classroom fundraising initiatives implemented or supervised by the teachers) are not within the scope of this Policy and are independent of the PAC.

3. FUNDRAISING LIAISON

In each year, the PAC Executive will have a designated fundraising liaison, which responsibility may be combined with another role, (the “**Fundraising Liaison**”) and the Fundraising Liaison will be the primary contact for discussion and approval of all fundraising covered by this Policy. The Fundraising Liaison should be aware of current applicable provincial, VSB and JQ policies, regulations, guidelines and documents of a similar nature and will accordingly be a resource for the JQ community.

4. PAC OPERATING FUNDS

4.1 PAC Fundraising

Direct Donation is implemented at JQ each fall to raise money to support the work of the PAC. Direct Donation encourages parents to provide a donation early in the school year and together with grants is the vehicle by which the PAC raises money to cover its budget. The PAC Executive will be responsible for implementing Direct Donation, including determining the suggested minimum donation and the period for donating.

4.2 Use of PAC Raised Funds

The primary use of PAC fundraised money is to meet PAC commitments as expressed in the PAC budget. The PAC budget is prepared by the PAC Executive and presented for approval on an annual basis to the PAC at a General Meeting. Any funds raised in excess of the PAC budget will be used at the discretion of the PAC Executive to support the purposes of fundraising as set out in Section 1 above. The PAC Executive will also give due consideration to maintaining a reasonable contingency amount.

4.3 Review of Direct Donation

In any year that Direct Donation does not raise the funds required by the budget, the PAC Executive may reduce spending or may consider implementing additional fundraising initiatives. On an annual basis the PAC Executive will review Direct Donation. If the program is not working as intended, for example, if participation rates have been low in one or more preceding years or if budget amounts have not been met in one or more preceding years, the PAC Executive should determine whether any changes are required to fundraising to ensure that sufficient funds are raised to meet PAC spending objectives. The PAC Executive may make any changes to its fundraising reasonably required to meet PAC spending objectives.

5. GRADE 7 TRIP FUNDRAISING

5.1 Grade 7 Trip

For several years there has been a Grade 7 class trip to Quebec (the “**Grade 7 Trip**”). This was previously an exchange and is currently a guided tour. Other options are also being offered or explored for the Grade 7 Trip. In recent years a large proportion of the funds raised in the school has been used to support the Grade 7 Trip, and this is expected to continue to be the case. The following provisions are intended to allow the Grade 7 parents to plan and implement fundraising activities to support the Grade 7 Trip, but also to provide for monitoring and oversight by the PAC Executive.

5.2 Grade 7 Trip Committee

The Grade 7 parents are financially accountable to the JQ parent body in fundraising to support the Grade 7 Trip. In the spring of their children’s Grade 6 year, the Grade 6 class will appoint a committee, comprising at least a chairperson, treasurer and a liaison to the PAC Executive (the “**Grade 7 Trip Committee**”). The Grade 7 Trip Committee will:

- (1) prepare a Fundraising Plan in accordance with Section 5.3 below and present the Fundraising Plan to the PAC Executive for approval in accordance with Section 5.4 below;
- (2) provide a financial report to the PAC Executive at each Executive Meeting during the school year;
- (3) ensure that appropriate records are kept, including records of each fundraising initiative that can be provided to the following year’s Grade 7 Trip Committee;
- (4) otherwise answer any questions from the PAC Executive from time to time about both trip planning and fundraising; and
- (5) ensure that appropriate acknowledgement is given to any donations whether from within the JQ community or from a third party.

5.3 Fundraising Plan

In the spring of their children’s Grade 6 Year, the Grade 7 Trip Committee will develop a fundraising plan to address initiatives for raising funds to contribute to Grade 7 Trip costs (the “**Fundraising Plan**”). The final version of the Fundraising Plan will be presented to the PAC Executive by the end of September of each year for review and approval. In preparing the Fundraising Plan, the Grade 7 Trip Committee will take into account the following:

- (1) grant applications to a variety of possible funders should be explored and if applicable completed in every year. This should be done in consultation with the JQ administration, who may submit grant applications in any year;

- (2) preference should be given to fundraising initiatives that are community-building events, in accordance with the purposes of fundraising at JQ set out in Section 1 above;
- (3) preference should also be given to fundraising initiatives that provide services to the JQ community, for example, the hot lunch programme;
- (4) where possible implementation of fundraising initiatives should involve the student group that will benefit from the fundraising;
- (5) consideration should be given on how to maximize the number of families actively contributing to implementation of fundraising initiatives;
- (6) fundraising in support of the Grade 7 Trip should be limited within reasonable boundaries to prevent fundraising fatigue within the JQ community, to allow for Direct Donation (or other PAC fundraising) and to allow for other fundraising to be implemented at JQ;
- (7) due regard should be given to nutrition and healthy eating and the number of sales of baked goods, candy and similar treats to students should be limited;
- (8) if a fundraising initiative includes direct sales to the JQ community, for example grocery cards, such initiative may be passively made available to the JQ community on a fundraising website (which may be a page on the PAC website) but will not be actively promoted or advertised to the JQ community;
- (9) there should be no unsupervised soliciting by students;
- (10) a calendar of events should be included to assist in minimizing conflicts with other fundraising at JQ; and
- (11) a communication plan should be included to ensure that initiatives are advertised appropriately but that email communications are not excessive.

The Grade 7 Trip Committee may modify the Fundraising Plan or add additional fundraising initiatives after approval of the Fundraising Plan provided that any amendments or additions to the Fundraising Plan will be subject to PAC Executive review and approval prior to any initiatives being advertised or implemented.

5.4 Review of Fundraising Plan

The PAC Executive will be responsible for reviewing and approving the Fundraising Plan. In determining whether to approve fundraising initiatives set out in the Fundraising Plan, the PAC Executive will take into account whether the requirements and preferences set out in Section 5.3 above are met and whether the fundraising initiatives otherwise comply with all relevant provincial, VSB and JQ regulations and policies, including this Fundraising Policy. The primary contact for such review and approval will be the Fundraising Liaison.

5.5 Opt-Out

With respect to the participation of any child in the Grade 7 Trip, the parents or guardians of that child may opt at the beginning of the Grade 7 year to pay trip costs in full and will not therefore be expected to participate actively in the implementation of fundraising activities.

5.6 Excess Funds

In any year where there are excess funds once all accounting is complete for the Grade 7 Trip, remaining funds will be transferred to the Senior Trip Bursary Fund.

5.7 Parent Gala

One event that has historically been the responsibility of the Grade 7 Trip Committee is a parent gala event (the “**Parent Gala**”). Where the Parent Gala takes place in any year, Grade 7 parents will form a sub-committee of the Grade 7 Trip Committee to organize the event. If parents from any of Grades 4, 5 or 6 approach the Parent Gala sub-committee, the sub-committee will consider ways in which such other Grade parents can actively participate in planning and implementing a part of the Parent Gala in any year. In the event that such other Grade parents actively participate and implement a part of the Parent Gala, proceeds from that part of the Parent Gala, after costs of such part are met, will go to support overnight trips for the participating Grade(s). In the event that it is difficult to so divide the proceeds of the Parent Gala the Senior Trip Committee shall be responsible for making a reasonable division of proceeds which fairly reflects the contribution of the parents from the other Grade(s).

6. OTHER FUNDRAISING

Where any student(s) or any parent(s) within the JQ community wishes to plan and implement a fundraising initiative that is not covered by Sections 4 and 5 of this Policy and that is not a classroom fundraising initiative implemented or supervised by one or more teachers, such student(s) or parent(s) shall present details of the fundraising initiative to the Fundraising Liaison, acting on behalf of the PAC Executive, for review and/or approval. The fundraising initiatives contemplated by this Section include but are not limited to fundraising for philanthropic causes, for overnight field trips other than the Grade 7 Trip and to support extra-curricular programmes.

7. CORPORATE SPONSORSHIP

Should any parent-led initiative, including by the PAC or the Grade 7 Trip Committee, result in corporate donations and/or corporate sponsorship, such initiative must be implemented in a manner that fully complies with applicable VSB policies.

8. COMPLIANCE

All fundraising initiatives that are carried out under this Policy should be consistent with applicable provincial, VSB and JQ regulations and policies, as such regulations and policies are replaced, added to or updated from time to time. As at the Effective Date of this Policy, such provincial, VSB and JQ regulations and policies include but are not limited to:

- (1) PAC governing documents, Constitution of the École Jules Quesnel Parent Advisory Council as amended January 25, 2000
- (2) VSB, Policy Manual, IG DFA: Fund-raising Activities adopted on January 16, 1989
- (3) VSB, Policy Manual, I: Instruction, IICA Field Studies adopted on November 1, 1973
- (4) VSB, Policy Manual, I: Instruction, IICA-R1: Field Studies Planning and Implementation adopted on January 1, 1978
- (5) VSB, Policy Manual, J: Students, JN: Student Fees, Charges and Financial Hardship adopted on October 18, 1982
- (6) VSB, Policy Manual, KI/KJ: Public Solicitations/Advertising in the Schools adopted on January 1, 1978
- (7) VSB, Policy Manual, EF: Healthy Living adopted December 17, 2007
- (8) Ministry of Education, Guidelines for Food and Beverage Sales in BC Schools, 2013

9. ROLE OF ADMINISTRATION

All fundraising initiatives that are carried out under this Policy, particularly where initiatives take place on JQ school grounds, take place during school hours of operation or use the JQ name or logo, are subject to the prior approval of the Principal or the Principal's delegate.