

PAC Fundraising Guidelines

Approved: January 18, 2011

All PAC fundraisers must be approved by the following process:

1. Initial idea will come from brainstorming at the Fundraising Committee or any general PAC meeting.
2. Formulation of ideas will be presented at a general PAC meeting for approval – a vote will take place to add the item to the calendar.
 - a. ****At this stage a general overview of the product along with reasons for choice will be given. The PAC may decide that they would like further information prior to approval at this point such as estimated cost, revenue and time commitments.****
2. Those ideas that have obtained approval from the PAC, must also meet the standards of the school district guidelines (Policy 2220). Ideas will be presented to the school administration using the district form attached, also available on the website at:
http://www.sd63.bc.ca/sites/default/files/On_Line%20Policy%20Manual_0.pdf (see under Policy 2220).
3. Once approved by the school administrator, the fundraiser will be placed in the fundraising calendar and the organizer will communicate this information to the entire PAC Executive or PAC President (the calendar on the website will be updated by the Recording Secretary).
4. Administration with few exceptions prefers that each year's fundraising plan is approved and in place by June of the preceding school year.

When the fundraising activity has been approved, follow these steps as a general guideline:

1. If an initial outlay of cash is necessary for the fundraiser, the entire PAC Executive must be informed at least 2 weeks prior to execution if this information was not already communicated and documented in the PAC meeting minutes when the fundraiser was approved.
2. If the fundraiser has changed in any material form since it was approved, the entire PAC Executive must be informed as soon as possible or at least 2 weeks prior to execution.
3. Forms or other materials that will be sent home to students and families will be prepared and passed to the entire PAC Executive via the President for approval at least 1 week prior to the expected delivery date (the PAC President will seek approval of school administration at this point).
4. All funds received will be handed to the PAC Treasurer to deposit into the PAC General Account (with reconciliation of what the funds are for for example - 42 entertainment books @ \$30 = \$1260)

5. All reimbursable expenses will be reimbursed in the form of a cheque from the PAC General Account (cash received shall never be used to offset expenses).
6. If you require volunteers to assist you at any point please provide details of when and what for as soon as possible to the PAC Executive at least 2 weeks prior to the event.

The fundraising **GOALS** of the PAC must be discussed and presented at the September PAC meeting of each year. These goals must then be published in the next PAC NEWS.

Please contact the PAC Executive at anytime for questions or to clarify these guidelines.