



Brentwood Elementary School **Parents Advisory Council**

Fundraising Guidelines

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Brentwood Elementary School Parents Advisory Council

Fundraising Guidelines

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SECTION I SUBMISSION

1. Brentwood Elementary School P.A.C. (P.A.C.) fundraising ideas may originate from sources including, but not limited to:
 - General P.A.C. meetings
 - Fundraising planning meeting
 - Any P.A.C. member
2. The fundraising event or activity must be presented to the P.A.C. at least two weeks before a general P.A.C. meeting to allow for review and follow-up questions.
3. The fundraising proposal must include, as a minimum, the following:
 - A description of the event or activity
 - When the event or activity will be held
 - Where the event or activity will be held
 - The estimated number of volunteers required, what the volunteer roles are and associated time commitments
 - Estimated cost to run the activity or event, this may include:
 - Licences
 - Insurance
 - Equipment rentals
 - Food providers
 - Facility fees
 - First aid
 - Stationary supplies
 - Estimated revenue
 - Testimonials from other P.A.C.s or organizations, if available
4. The Recording Secretary will add the fundraising proposal to the agenda for the next general P.A.C. meeting.

SECTION II APPROVAL

1. At the next general P.A.C. meeting the fundraising proposal will be presented. Each member will vote on the proposal. Consideration will be given to:
 - Availability of, and work required by volunteers
 - Expense and revenue projections
 - Potential issues with liability, licensing or insurance
 - School administration approval, if applicable



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- Other considerations which may fall in line with the objectives of the P.A.C.
 - Compliance to School District 63 Guidelines – Refer to Appendix 1
2. The P.A.C. meeting minutes will reflect the outcome of the vote.
 3. If approved, the P.A.C. will assemble a committee, if required, to support the event or activity and provide assistance where needed. If not approved, the P.A.C. will provide rationale to the person responsible for the fundraiser proposal.

SECTION III FUNDRAISER PREPARATION

1. The P.A.C. will provide details to the school, students and families *via* social media, notices, community posters, etc., leading up to the event or activity with approval from the school administration.
2. The P.A.C. Treasurer will provide the necessary funds required to promote and organize the event or activity as outlined in the approved proposal. Additional costs beyond the original proposal must be approved by the P.A.C. by a vote.
3. If any aspect of the fundraising event or activity has changed, the P.A.C. Executive must be informed as soon as possible. Changes may include:
 - Unforeseen costs
 - Limited availability of volunteers
 - Health and safety issues
4. The P.A.C. will review these changes and may make additional recommendations or submit a motion to vote.

SECTION IV FUNDRAISER REVENUE AND EXPENSES

1. All funds generated must be submitted to the P.A.C. Treasurer for deposit into the appropriate P.A.C. bank account. The funds must be submitted in an organized manner with a summary of how the funds were generated (i.e. concession vs. raffle draw) and how much of each item was sold. Coin must be rolled and a summary of all cash denominations must be provided.
2. All expenses must be submitted to the P.A.C. Treasurer with original receipts. The P.A.C. Treasurer will issue a cheque to the appropriate submitter. Revenue received through the fundraiser will not be used to offset expenses.



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SECTION V FUNDRAISER REVIEW

1. A review of the fundraiser will be conducted at the next P.A.C. meeting following the event or activity. The P.A.C. may decide to add the fundraiser as an ongoing event, in which case, it may be incorporated into the budget planning process and fundraising goals.

Adopted by Brentwood Elementary School P.A.C. on: **May 26, 2020**

Next Revision Date: **May 26, 2025**

B. Doyle
President

June 20/20
Date

M. Cooper
Additional Executive Member

June 20/20
Date



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APPENDIX 1 – SCHOOL DISTRICT 63 FUNDRAISING GUIDELINES – POLICY 2220

Preamble

Schools raise funds in order to add to the school's resources or to carry out established programs or initiatives that are not supported by the district budget. Fund raising activities are initiated most often by staff, students and/or parents and guardians. Businesses, community groups and individuals are sometimes requested to make donations of goods or services to support school activities.

1. For the purposes of this policy, fund raising is deemed to include activities designed to provide money, goods or services for use in the school through:
 - sales to members of the community including parents, staff and students
 - the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.
2. Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.

Policy Statement

The Board of Education recognizes that schools are involved in fund raising activities in order to provide additional goods and services to students, and that these activities are supported by the school communities in our district. The Board reserves its right to intervene if, in the opinion of the Board, the proposed fund raising activity is inappropriate. Principals, in consultation with their Parent Advisory Council and staff have the responsibility to ensure that all fund raising activities follow the guidelines established in this policy, and the administrative procedures that accompany it.

Statutory Reference:

Contractual Reference:

Policy Reference:

Policy 2040 – Accounting Policy – Non Public Funds
Policy 2210 – External Funding through Donations or Partnerships
Policy 3040 – Field Trip Policy

Date of Initial Board Approval: April 1983

Amendments:
May 1983
March 1986
October 1990
June 1997
March 2002
March 2010



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Guiding Principles

1. For the purposes of this policy, fund raising is deemed to include activities designed to provide money, goods or services for use in the school through:
 - a) sales to members of the community other than parents, staff and students either in the school or in the community.
 - b) the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.
2. Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.
3. All fund raising activities conducted in the school or outside the school, using the name of the school in any way, must have the approval of the principal or vice principal. Such approvals may be reviewed by the Board as deemed necessary.
4. In considering fund raising plans, prior to their approval, school administrators will consider factors including:
 - a) the safety of students, staff members and volunteers
 - b) the voluntary nature of the planned activities
 - c) plans that have a minimum effect on regular instructional time
 - d) the age of students and their potential vulnerability to any commercial values or messages associated with the fund raising endeavour
 - e) an opportunity for the school's Parent Advisory Council and the Staff Committee to be made aware of the fund raising proposal in its planning stages and to provide feedback to the administrator
 - f) how contributors will be made aware of the purposes for which funds are being raised
5. A fund raising activity must benefit the school and school community and be consistent with school policies and with the overall direction of the school as a positive learning community.
6. A fund raising activity may not interfere with the nature or delivery of the school's educational program.
7. Business relationships must not engage the school in what would appear to be a contentious political, moral, or social issue.
8. Any fund raising that involves donations or partnerships, including those that are connected in any way to businesses or corporations, must be in accordance with Policy 2210 (External funding through Donations or Partnerships).



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Administrative Procedures

1. Schools are encouraged to communicate with each other regarding planned fundraising activities in order to avoid conflicts regarding timing, the type of fund raising or target groups.
2. Sponsors of fund raising activities will ensure that:
 - the parents/guardians of the students of the class or of the school are in support of the proposed activities and of the proposed dates for the venture
 - there is clear understanding in advance of any contract or agreement as to what form of recognition, if any, donors or contractors may receive; such recognition will be in accordance with the provisions of Policy 2210 (Guiding Principle 14).
 - the scope of the fund raising is proportional to the planned activity
 - plans are shared regarding the disbursement of any funds that are surplus to the cost of the activity.
3. A fund raising form must be utilized for all fund raising activities covered by this policy, signed by a principal or vice-principal and retained in the school office. A copy of each fund raising form will be provided to the Parents' Advisory Council.
4. Sponsors of lotteries, raffles or games of chance must be sure to comply with the appropriate government licensing regulations. Casino-style or similar gambling events are not considered appropriate fund raising activities for schools.
5. Students involved in any "door to door" solicitation, whether on behalf of the school or any other agency should:
 - carry school identification,
 - solicit in pairs or groups, never alone,
 - present a school handout clearly articulating the purpose of the fund raising.
6. All funds raised under this policy shall be accounted for in accordance with Policy 2040 Accounting Policy – Non-Public Funds.
7. Any proposal for fund raising through a partnership with a business is to be considered within the provisions of Policy 2210 (External Funding through Donations or Partnerships).
8. Where a Parent Advisory Council wishes to raise funds for the school, using the school name, staff, or students in the process, it must follow the terms of this policy.



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DOCUMENT REVISION HISTORY

Section	Item Changed
First Version Adopted: January 18, 2011	
Current Version Adopted: May 26, 2020	
All Sections	This document has been updated in its entirety to reflect current references and fundraising practices.