

I. BACKGROUND/CONTEXT:

- Prior to the creation of the Selkirk Parent Group in June 2008, a sub-committee of the Pacific Montessori Society (PMS) Board of Directors managed all fundraising within the school. The mandate of the Board Fundraising Committee takes a broad perspective on fundraising. Specifically, its mandate is to:

“..lay a foundation for continued investment from within and from outside the school community by providing strategic planning and oversight of fundraising at Selkirk Montessori School.”¹

- Fundraising at the school is a recognized strategy to maintain competitive tuitions fees, maintain the facility and enhance the quality of the current programs.²
- The fundraising activities envisioned by the Board Fundraising Committee are broad in nature and scope. They include solicitation of corporate sponsorships and partnerships, donations, legacies through bequeaths, and requests for bursaries, grant and other donations from educational foundations, as well as management of established fundraising activities such as fairs, auctions, lunch programs, chocolates, raffles, etc.³
- The Selkirk Parent Group (SPG) is an independent committee of the Pacific Montessori Society (PMS). The SPG guidelines set out three core roles for the group. One of these is to:
 2. *“Raise funds to directly support the activities of the students of Selkirk Montessori School.”*
- This role relates directly to a desire to increase parent participation and decision making for fundraising activities that are targeted at the school community to enhance the quality of current programs.
- By removing the responsibility for coordinating and managing various fundraising initiatives throughout the school year, the Board fundraising will be freed to focus on strategic level activities and special events targeted at mortgage retirement and facilities enhancements and/or maintenance.
- In this way the efforts of each group can focus on their respective areas of interest.

¹ Mandate – Fundraising committee (February 2006)

² Memo to Board of Directors, October 23, 2006 from Fundraising Committee

³ Fundraising Plan – 2006/07 – 2008/09

II. PURPOSE OF THESE GUIDELINES

- The purpose of these guidelines is to set out the principles, objectives and scope of SPG Fundraising activities as distinct from those that will continue to be managed by the Board. They will also establish guidelines for the use of funds raised by the SPG.
- These guidelines do not cover events undertaken by the SPG or others in the school that raise funds specifically for the benefit of charitable organizations or other causes. For example – COPS for Cancer, aid to relieve victims of global disasters or local charitable organizations.

III. SPG FUNDRAISING PRINCIPLES

- The SPG, the Board and the school administration and will work collaboratively to share information about their separate and focused activities to ensure transparency, consultation and reduce the potential for duplication and overlap of activities.
- The fundraising activities undertaken by the SPG will align with the schools values, vision and mission and will not include involvement with organizations whose values and mission are contrary to those of the school.
- It is in the best interests of the school community to ensure that fundraising activities contribute to both the needs of school programs and activities, and the long-term strategic objectives to maintain competitive tuition fees and maintain and/or enhance the facility.
- Fundraising activities will seek to maximize return and minimize effort for both the SPG and the school community.
- Funds raised by the SPG will be allocated based on input gathered from students, parents, teachers, and administrators.

IV. SPG FUNDRAISING OBJECTIVES

- The objectives of SPG fundraising is to:
 - enhance the quality of current programs; and
 - support activities that will enrich the school community

V. SCOPE OF SPG FUNDRAISING ACTIVITIES

- SPG fundraising activities will focus on:
 - Direct access grant funds available to Parent Advisory Committees

- Activities that solicit funds directly from the school population in exchange for a good or service. Examples include but are not limited to: shopping card programs, special events, raffles, lunch programs, targeted corporate sponsorship drives, entertainment books, Purdy's Chocolate sales.
- The SPG will not solicit focused donations from individual members of the school community or from outside the school, where donations are defined as a gift given to the PMS for the benefit of the Society but for which there is no exchange or expectation of a good or service in return.
- The SPG will not manage fun fairs and/or auctions. Separate committees will manage these activities. The funds raised from these events will not be SPG revenue; the PMS Board will make decisions about the use of these funds.

VI. USE AND DISTRIBUTION OF SPG FUNDRAISING REVENUE

- Funds raised during a school year (September to June) will be available for allocation the following school year. For example, funds raised in the 2008-09 school year will be available for use in the 2009-10 school year.
- Each year, the SPG will establish the percentage of the total funds raised that it will to allocate and distribute across each of the following categories
- Funds raised by the SPG will be distributed across the following broad categories of expenditures:
 - a. Improvements to school facilities and equipment other than classroom supplies –
Distribution: Each year, the SPG will contribute a fixed percentage of its fund raising revenue to the major facilities and equipment objective established by the school administration.
 - b. Contributions to school programs and/or field trips
Distribution: The SPG will distribute funding allocated for schools and programs on application by the administration and/or individual teachers. The SPG will assess the request at the next SPG meeting following the request for funds. It will do its best to fund requests based on the available funds, and the extent to which the requests benefit as broad a range of students as possible.
 - c. Annual contributions to classroom supplies and resources

Distribution: The annual allocation of funding will be equally divided across each classroom including music and French. Teachers will be advised of the amount available for the following school year, and the procedures for accessing the funds to by letter to the school each June.

d. Operation of the SPG

- A budget, based on the percentage amounts to be allocated for each activity will be set for the following school year by at least the end of June each year.
- The SPG will periodically survey parents, teachers and administrators for opinions and suggestions regarding the use of fund raising revenue to ensure that the categories and allocation of funds reflects the desires of the school community.

VII. USE OF DIRECT ACCESS GRANT FUNDING

- Annual grants received from the provincial government under the Direct Access Program must remain under the management and control of the parent group and cannot be used for, or transferred to the school for any of its programs.
- Funding is intended to benefit students by enhancing their extracurricular opportunities.
- The SPG will manage and use these funds for these activities and will be guided by the listing of suggested eligible activities is set out in the gaming application form.