

Draft P&F Association Fund Raising Guideline

Introduction

The Parents & Friends Association (P&F) is the official parent body of the school which:

- Provides a forum where the views of parents may be heard;
- Establishes communication networks;
- Promotes parent education;
- Promotes community through social activities; and
- Assists the school with many practical initiatives including fund raising.

Funds raised by the P&F help provide a range of important resources to the school such as: books, sporting and office equipment, landscaping, building maintenance and contributions towards major capital works.

This guideline articulates how the St Stephen's P&F conducts and manages its fund raising activities.

Fund Raising Methods

- P&F Fund Raising Levy – Each year the P&F sets a fund raising levy for each family. For administrative efficiency and convenience, the levy is invoiced and collected at the same time as school fees. The School Board must approve the levy, primarily, to ensure it is affordable.

The Fund Raising Levy is the main source of funds raised by the P&F and its main purpose is to:

- Provide a consistent and reliable source of funds to the P&F;
 - Provide a convenient and efficient way for families to make a contribution to the school;
 - Eliminate the need to conduct time consuming fund raising activities such as chocolate drives; and
 - Reduce the need to organize a major fund raising event each year.
- Funds Raised by Social Activities – one of the roles of the P&F is to promote community through social activities such as school discos, movie nights and family fun days.

While the primary purpose of social activities is to promote community, the P&F may decide to use the opportunity to raise additional funds, for example, by selling drinks and food.

- Other Fund Raising Opportunities – There may be other opportunities for the P&F to raise funds such as Election Days and Community Events. Decisions on whether to raise money during these events are at the discretion of the P&F.

Management of Funds Raised

- Funds raised by the P&F must be for the sole purpose of benefiting the school community.
- The P&F shall obtain a list of school needs from the principal and identify which needs it wishes to fund. If the P&F has different priorities, they must consult with the principal and come to a consensus on what needs are to be funded. Funds are then transferred over to the school.
- Each year the P&F is to report to the school community:
 - The value of funds raised and their source;
 - The allocation of funds and their purpose; and
 - Balance of funds not allocated.

Guideline Review

This guideline is to be reviewed by the P&F and School Board at least once every three years.