

Step by Step Guidelines for Fundraising Activities

These are guidelines for any individual/group looking for guidance on fundraising for a project or initiative to benefit École Broxton Park students. It is sometimes difficult to know where to start when planning a project, and with which parent organization to consult.

- Contact School Council with your proposal via email or attendance at the monthly School Council meetings. Information can be found on the school website or by contacting broxtonparkscchair@psd.ca.
- School Council will review the proposal and coordinate with the administration team to assure the fundraiser does not conflict with any Parkland School Division policies or alternate events running through Broxton during the proposed timeline.
- If money transactions are required (fundraisers, “Seed Money”, or projects requesting funds where no fundraising will take place; ie: Athletics jerseys for school sports teams) the School Council will direct the group to FIMESPAF. The email to contact is Broxton.fimespaf@psd.ca.

Steps will be different depending on the requirements:

- a) Required funds where no fundraising will take place- The group will be asked to complete and submit the FIMESPAF Funds Request Form. Once completed the form can be dropped off at the school office or emailed to Broxton.fimespaf@psd.ca.
- b) Fundraising (with or without “Seed Money”)- Should a group be fundraising:
 - i) The lead contact for the fundraiser will be required to complete and submit the FIMESPAF Membership Form to chair the committee. They can opt for voting or non-voting membership at their discretion. This gives the group lead access to FIMESPAF Minutes, Agendas and ensures the individual has read, understands and will adhere to the Bylaws, Policies and Procedures and the Societies Act in which FIMESPAF must follow.
 - ii) Should groups require “Seed Money” or an advancement of funds for event expenditures (to avoid using personal monies), the Funds Request Form is to be completed and submitted to FIMESPAF.
 - iii) FIMESPAF will provide the Policies & Procedures for Money Handling along with informing them of existing Legislative Practices, specifically Charitable Fundraising. Copies of each are available online or at the school office.
 - iv) FIMESPAF Deposit Spreadsheet and Expense Claim Forms will be required. Copies are available online or at the office.

Should a group wish to apply for grants or Alberta Lotteries, they must work with FIMESPAF as they are required to sign the applications as well as assist in the finalization of paperwork after the completion of the project.

- Provide to School Council and FIMESPAF updates on the sales, participation, budgets, revised income and expenditures at meetings or in writing.