

## **Hedges Middle School Parent Advisory Council Constitution**

As of June 2019

### **FUNDRAISING:**

The Hedges Parent Advisory will create and implement fundraising projects for students enrolled at Hedges Middle School to assist with raising funds for school related activities which are over and above that funded by the School Division. All students and/or parents or guardians shall read directions on fundraisers carefully and complete order forms fully to assist the volunteer in charge of fund raising.

All fundraising will be paid to Hedges Parent Advisory in the form of a personal cheque or cash. Cash payments will only be accepted if accompanied with an order form which clearly indicating the student's name.

### **FUNDRAISING**

**General Fundraising Account:** Funds in this account are used by the Hedges Parent Advisory, to purchase food items for the school-run student pantry, for trip subsidies etc. and are generated by surplus student funds after a student has left Hedges Middle School, bake sales, raffles, silver collections, special lunch days etc.

**Tracked Fundraising:** Every student at Hedges Middle School has a tracked individual fundraising account. Fundraisers conducted for the purpose of financing school activities will be tracked using the individual account. The funds within an individual fundraising account are tracked by the student's first and last name and are only available for use by the particular student who has raised the funds. There is only one individual account per student and payments made to the Hedges Parent Advisory are not tracked based on which parent/guardian has submitted payment. The progress of each student's individual fundraising profits are tracked and the student is allotted that amount to offset the cost of school activities. Totals are accumulated starting in grade 6. Participation is optional.

### **EXCEPTIONS:**

#### **Transfer of surplus funds in tracked fund raising accounts:**

At the time at which a student is no longer enrolled in Hedges Middle School, the surplus funds in their individual account will be transferred to the General Fundraising Account.

Funds may be held in the family's name for a period of four months to be used by a sibling enrolled at Hedges Middle School the following year. For accounting purposes, if you plan for this to occur, a letter must be given to the Hedges Parent Advisory expressing your wishes by June 15 of that year, stating the names of the children involved.

ALL FUNDS, REGARDLESS OF TYPE (GENERAL OR TRACKED) ARE TO BE USED EXCLUSIVELY FOR SCHOOL RELATED INITIATIVES AT HEDGES MIDDLE SCHOOL. THERE WILL BE NO TRANSFER OF FUNDS TO OTHER SCHOOLS.