



# Stavely Parent Advisory Association (Society)

## GUIDELINES:

**Fundraising at Stavely School is done to enhance the program of studies, to support educational needs not provided for by the LRSD School Board, or for added extracurricular student/family/community activities.**

Student activities at school are a vital part of the total educational program and, therefore, should be viewed as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The greatest values to be derived from both curricular and extracurricular student school activities occur with such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members of the community and school staff.

Each fundraising activity shall have a stated and approved purpose. The purpose must benefit the student body as a whole, or the largest majority of it possible.

Fundraising by students will only be permitted when connected with specific school activities approved by the Principal.

The Stavely Parent Advisory Association will not directly initiate activities, projects or events for which fundraising funds will be used. The Society will aim to financially support proposals received from students, staff, parents or its school council.

## CRITERIA FOR FUNDRAISING EFFORTS:

- We will ensure fundraising efforts will not negatively impact the education of students and should be healthy for students and the school
- We will ensure fundraising is most effective and least intrusive on the school day
- We will ensure fundraising efforts focus on maximum profit while minimizing volunteer and staff time and energy
- We will ensure fundraising efforts will not result in individual student or staff gain
- We will ensure participation in all fundraising is voluntary and pressure-free (non-competitive) for staff, students and parents.
- We will ensure that all casino proceeds adhere to the Charitable Gaming Policies Handbook from Alberta Gaming and Liquor Commission (AGLC). [http://www.aglc.gov.ab.ca/pdf/charitable\\_gaming/charitable\\_gaming\\_policies\\_handbook.pdf](http://www.aglc.gov.ab.ca/pdf/charitable_gaming/charitable_gaming_policies_handbook.pdf)

## **CRITERIA FOR SUPPORTING THE SCHOOL:**

Primary consideration for funding will be given to applications that meet at least three of the following:

- demonstrate a direct correlation to achieving the school goals
- demonstrate a direct correlation to student learning
- benefit the greatest number of students possible
- broaden student's learning and school experience
- engage parents in the children's education
- financially support families in need to ensure all children have equal opportunity for school sponsored events

## **TERMS OF REFERENCE:**

### **PURPOSE:**

The purpose of the Stavely Parent Advisory Association is to financially support the work of the Stavely Elementary School and its School Council.

### **KEY DUTIES & RESPONSIBILITIES:**

The Fundraising Society shall:

- Develop an annual plan for fundraising
- Adhere to the Charitable Gaming Policies Handbook from Alberta Gaming and Liquor Commission (AGLC).
- Communicate activities, projects and society financial information to the school community

### **REPORTS & TARGET DATES:**

Following each meeting of the Stavely Parent Advisory Association, the Society will report the minutes of the meeting in writing to the Stavely Elementary School Principal to be published to the school community.

### **COMPOSITION & APPOINTMENTS:**

The Stavely Parent Advisory Association will consist of:

- Minimum of two elected parent representatives (elected at the School Council Annual General Meeting) – 1 vote per representative attending the meeting
- Parents of Stavely Elementary School students – 1 vote per person attending the meeting
- 1 Stavely Elementary School staff member – 1 vote when in attendance of the meeting
- Principal of Stavely Elementary School – 1 vote when in attendance of the meeting

The term of appointment shall be one year. The Society is empowered to seek information and involvement from other volunteers as required.

The quorum for meetings of the Stavely Parent Advisory Association shall be a minimum of four members.

## **DUTIES OF OFFICERS:**

### **Chair**

- With the principal, plan meeting agendas, and publish to the school community one week prior to each meeting.
- Facilitate meetings,
- Act as a spokesperson for the Parent Advisory Association

### **Vice Chair**

- Shall assist the chairperson with duties assigned
- In the absence of the chairperson, assumes the duties of the chairperson

### **Secretary**

- Keep accurate minutes and records of the meetings,
- Provide a copy of meeting minutes within two weeks to the school to be published to the school community.

### **Treasurer**

- Keep accurate and up to date record of the account
- Ensure gaming funds are used only for approved uses
- Prepare required financial statement for Society and AGLC to be audited.

### **Casino Chair (Can hold another position)**

- Submit application
- Ensure Terms and Conditions of license are complied with
- Receive and respond to AGLC email correspondence

### **Hot Lunch Coordinator (Can hold another position)**

- Organize and Maintain Ordering System
- Organize Hot Lunch Menu and be liaison for vendors.
- Organize and Schedule Volunteers, Food and Supplies

## **MEETINGS:**

A schedule of meetings will be established annually. All meetings shall normally be called by the Chair or upon the request of any Society Member. Minutes of all meetings shall be recorded by the Society and filed with the Stavelly Elementary School Principal to be published to the school community. Minimum of five meetings per year.

## **APPLICATION APPROVAL:**

All application approval decisions will be made by two-thirds consensus of the Stavelly Parent Advisory Association.

## **REVIEW & EVALUATION:**

The Stavelly Parent Advisory Association shall review the completion status of the Specific Annual Objectives and prepare new annual objectives for the upcoming school year annually in May.

**APPROVAL & REVIEW DATES:**

These terms are proposed for inaugural approval by the Stavely Parent Advisory Association in February 2015. These terms are to be reviewed by the Stavely Parent Advisory Association at its first meeting at the beginning of each year.

**DISILLUSION:**

The Stavely Parent Advisory Association may be dissolved at a special meeting of the Society by passage of a Special Resolution provided that sixty days notice is given to the membership specifying the intention to propose the Special Resolution.

Upon dissolution of the Stavely Parent Advisory Association, the Executive Board shall ensure that any assets remaining after the payment and satisfaction of the debts and liabilities shall be distributed to schools within the communities of Stavely, Claresholm and/or Nanton or to Community Groups or Organizations within these communities with similar or related objectives.

**These terms have been revised and approved this 11 day of September, 2018.**