



# COLLEGIATE ELEMENTARY SCHOOL

49 Collegiate Avenue Stoney Creek ON L8G 3L5

Tel: (905) 662-2990 Fax: (905) 662-8210

February 2023

Principal: L. Barzetti



February 2023

## BE THE BEST YOU CAN BE!

February 2023

### KINDERGARTEN REGISTRATION

Kindergarten registration will begin for parents on **Monday, February 6<sup>th</sup>, 2023**. If you have a child who will be 4 or 5 years of age by December 31, 2023.

Kindergarten **on-line registration** will be available on Monday, February 6<sup>th</sup>. All forms will be available on our school and board websites under Kindergarten Registration at [www.hwdsb.on.ca/kindergarten](http://www.hwdsb.on.ca/kindergarten) or contact the school at (905) 662-2990.

Kindergarten! ... here I come!



### COLD WEATHER OUTDOOR PLAY

Time spent outdoors is an integral part of the school day. Children need fresh air and exercise and time spent outside is an opportunity to break free from the structure of the classroom. With the Canadian climate, time spent outside could mean anything from applying sunscreen to extra mittens and a hat, depending on the season. In the winter, it is important that children come to school prepared for the cold. Boots, mittens or gloves and hats should be worn to school and it's a good idea to provide extra mittens, socks, etc. in the event they are needed.



As always, staff can use their judgment in determining whether or not students remain inside during recess given the weather conditions. However, the City of Hamilton's Public Health and Community Services Department recommends individuals stay indoors when the temperature drops below minus 15 Celsius without the wind chill.

### LOCKDOWN DRILL #2

Our final lockdown drill will take place on Tuesday, February 7<sup>th</sup>.

### SCHOOL COUNCIL MEETING



Our date of our next School Council meeting will be scheduled in the near future and will be communicated to families. Please reach out to the school office if you have any questions. We are looking forward to seeing everyone soon!

### REPORT CARDS

Report Cards will be going home on **Friday, February 17<sup>th</sup>**. It is important for all students to keep up with their assignments to be successful.

### PUBLIC HEALTH DENTAL SCREENING



Public Health will be conducting Dental Screening for students in the following Grades:

**Kinder, Gr. 1, Gr. 2, Gr. 4, Gr. 7, Gr. 8.**

This is scheduled for February 13<sup>th</sup> – 15<sup>th</sup> in the morning.

### CANCELLATION OF SCHOOL INFORMATION

For information on the cancellation of school due to inclement weather or prolonged power or water outage go to: [www.hwdsb.on.ca](http://www.hwdsb.on.ca).



### JUMP ROPE FOR HEART

Jump Rope for the Heart and Stroke Foundation will take place on **Friday, February 17<sup>th</sup>**. Your continued support is very much appreciated by all Collegiate staff and students!



## SPIRIT DAY!



Tuesday, February 14<sup>th</sup>, 2023

Wear **red**, white, or **pink**!

## FAMILY DAY!



Monday, February 20<sup>th</sup>, 2023

No School!

## P.A. DAY



Friday, March 3<sup>rd</sup>, 2023

No School!

## GRADE 8 GRADUATION PICTURES



Tuesday, March 7<sup>th</sup> is Grade 8 Graduation Picture Day! Please bring a white collared shirt for your picture and bring your biggest smiles!



**See the HWDSB  
Parent Involvement Committee  
(PIC)  
Newsletter Below....**

**January 2023**



***Simon Goodacre***

Welcome to The PIC Connection, the Parent Involvement Committee (PIC)  
Newsletter for School Councils.

### **A Message from Mike:**

Welcome to our January edition of the PIC connection. We hope you had a wonderful holiday season and your new year is off to a great start, with some challenging new year resolutions. In this edition it is with pleasure we introduce one of HWDSB's newer Superintendents Simon Goodacre. Among his many responsibilities is over seeing PIC. He is a welcome mentor who holds a doctorate in education and brings a wealth of experience to the PIC team. This month's sharing of knowledge includes info on Fundraising, a hot topic in 2022 along with an introduction to the Hamilton Foundation. As there is a ton of information from the Ministry and HWDSB covering fundraising, we have included a Best Practises Section to make it easier to follow.

Friendly Reminder: Pro Grant Applications are due 27 January 2023. Email to [PIC@hwdsb.on.ca](mailto:PIC@hwdsb.on.ca)

Please feel free to reach out to Amanda or me anytime. [pic@hwdsb.on.ca](mailto:pic@hwdsb.on.ca).

*Mike Palma* Chair of the Parent Involvement Committee

## **A Message from Simon:**

It is my pleasure to be the superintendent supporting PIC this year. Parent engagement is an essential component of a school community. It is great to be part of the team supporting School Councils. As this was the first September in a few years with a return to more traditional routines there is significant interest in restarting many activities that have been on hold. PIC has a key role to play in assisting School Councils with helping school communities restart many of these activities. I look forward to continuing the work of supporting PIC and School Councils as the year continues.

***Simon, Superintendent of Student Achievement, Family of Schools 3, PIC***

## **Communications and Community Engagement Update**

### **Engage HWDSB**

Engaging and consulting requires effort on everyone's part. It also means that we should never take feedback or our relationships with our communities for granted.

To assist in this, HWDSB launched a new and interactive platform to deliver on its commitment to community participation, collaboration and involvement in support of student success and well-being.



[Engage HWDSB](http://www.engagehwdsb.ca/) is an online place where students, families, staff and communities can learn more about work at HWDSB, share their voice, and engage throughout a project. Visitors to [www.engagehwdsb.ca/](http://www.engagehwdsb.ca/) will see an expanding list of projects, policies and initiatives in the weeks ahead.

### ***Pathways: Specialized Graduation Programs***

There are specific requirements for students to earn their diploma. Depending on the courses they select, their school day can look very different from their friends. With so many different choices available, they have the opportunity to find their passion and choose their path in their own way.

Parents, guardians, and caregivers have a significant role in supporting their child's choice in their education.

Superintendent of Education responsible for Program at HWDSB joined PIC to outline the pathways and specialized graduation programs. The programs include Specialized Programs, Specialist High Skills Majors, and other Intervention & Support. Learn more about the [List of Programs](#) and [Graduation Requirements](#).

## Kindergarten Registration

It's about that time for students to be registered for Kindergarten. HWDSB schools are exciting, enriching places where children learn to explore the world, solve problems and make friends.

Children are eligible for the two-year kindergarten program in the calendar year that they turn four or five. Registration starts on February 6, 2023 at their home school. Visit to find your home school. <https://www.hwdsb.on.ca/find/#tabs-111>

## Trustee Update

Trustees Becky Buck, Amanda Fehrman, and Elizabeth Wong wished members of PIC, School Councils, and Home & School Association members a Happy New Year and provided an update.

Families will receive a message from their Principal to introduce their Trustee. The message includes a photo of the Trustee, the Ward they represent, their contact information, and their role as an HWDSB trustee.

The Trustees' role is to engage with the HWDSB community in a collaborative and inclusive manner to provide our students with all the opportunities and successes we can. They are committed to focusing on student achievement, well-being and equity, and participating in decisions that benefit our Board's entire jurisdiction.

## Board Highlights

The Board returned on January 16, updates will be provided on Policy, Finance & Facilities, Human Resources, and Governance in next months issue of PIC Connects. Access agenda and watch stream here:

<https://www.hwdsb.on.ca/about/trustees/meetings/?eventyear=2022&eventmonth=1>

**\*\*\* *Check out The PIC CONNECTION Newsletters and other support for School Council members at <https://hwdsb.info/SchoolCouncil> \*\*\****

## Sharing the knowledge: School Fundraising



## Ministry of Education

### Objectives

Ontarians are proud of their publicly funded education system and committed to the high standards that provide every student with the opportunity to succeed. The province recognizes that parents and communities may choose to support their schools through fundraising activities. These activities have the potential to enrich the experience of our students but also help build a broader sense of community outside school hours. Funds can be raised for a particular school or on a school board level – both have the potential to enhance parent engagement and contribute to a student's educational experience.

Like all activities that support education, fundraising should reflect the values and expectations of the school community, including those of parents, students, staff and school board trustees. In addition, communities deserve to know how schools and school boards will use the proceeds of their fundraising activities.

When a school chooses to engage in fundraising activities, it is important to consider the purposes and principles of public education, including diversity, accessibility and inclusivity. These activities are conducted under the guidance of the school principal, in accordance with school board policies and with advice and input from the school community. Finally, it is important that fundraising has a designated purpose and that the proceeds be used for the intended purpose.

#### **Funds raised for school purposes should not be used to:**

- replace public funding for education
- support items funded through provincial grants, such as classroom learning materials, textbooks and repairs or for capital projects that significantly increase operating costs

While most fundraising takes place at the school level, school boards set board-wide fundraising policies and are responsible for the reporting and safekeeping of all school-generated funds. This guideline serves as an aid to school boards in the development of policies and to schools on how to effectively plan and administer fundraising activities and how to report on these activities to the school community.

In summary, when schools choose to engage in fundraising activities, it is important to:

- comply with school board policies to help ensure that the activities are consistent with the purposes and principles of public education
- seek advice from the school community
- support and protect staff and volunteers from legal liability through practices that promote accountability for the handling and management of the proceeds raised from these activities

#### **Definitions**

### **School-generated funds**

School-generated funds are funds that are raised and collected in the school or broader community in the name of the school by school councils or other school or parent administered groups. These funds are administered by the school principal, and are raised or collected from sources other than the school board's operating and capital budgets.

School-generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties (for example, tour operators and hot lunch programs).

### **Fundraising**

Fundraising is any activity – permitted under a school board's policy, to raise money or other resources – that is approved by the school principal, in consultation with, and upon the advice of the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

## **School community**

The school community refers to students, parents, guardians, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

## **Guiding principles**

A distinct board-wide fundraising policy will ensure consistency and transparency in the collection and distribution of funds and should reflect the following principles:

Complementary to publicly funded education

- Funds raised for school purposes are used to complement, not replace, public funding for education
- The purposes for which funds are collected are consistent with the school board's mission and values
- Activities support student achievement and do not detract from the learning environment

## **Voluntary**

- Participation in fundraising activities is strictly voluntary. No individuals should feel compelled to participate in any fundraising activity, nor should they be subject to penalties, or be denied any benefits, if they choose not to participate
- The school community is welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community
- Privacy must be respected. The personal information of staff, students or other individuals is not shared for the purposes of fundraising without prior consent

## **Safety**

- The safety of students is a primary consideration in all fundraising activities
- Student fundraising activities require supervision and should be age appropriate
- Appropriate safeguards are in place regarding collection, deposit, recording, and use of public funds

## **Accountable and transparent**

- Fundraising activities are developed and organized with advice and assistance from the school community, including students, staff, parents and community organizations
- School boards have a distinct policy for fundraising that addresses the use of fundraising proceeds and accounting for school-generated funds. The policy is publicly available on the school board's website
- A fundraising activity does not result in any person, including school board staff or volunteers, benefiting materially or financially from the activity
- Fundraising has a designated purpose, and the proceeds are used for that purpose
- Transparent financial reporting practices to the school community are in place

## **Fundraising activities**

There is a wide variety of ways a school community can show support for its local school, or the broader school community, including fundraising. Consistency with these guiding principles and school board policies and procedures should be considered when conducting any fundraising activity.

The province provides capital funding for the construction of new schools and additions, for repairs and renovations, and for the operation and maintenance of schools, including heating, lighting and cleaning. Funds raised for school purposes are to be used to complement, not replace, public funding for education

Capital projects supported by fundraising proceeds should:

- be complementary to publicly funded education
- not result in an increase in the student capacity of a school
- not result in a significant increase in school or school board operating or capital costs

Fundraising activities must be compliant with:

- municipal, provincial, and federal legislation
- Ministry of Education guidelines and policies, such as the School Food and Beverage policy, Equity and Inclusive Education Strategy, Community Planning and Partnerships Guideline and the Broader Public Sector Procurement Directive

### **Examples of unacceptable uses of fundraising proceeds:**

- items funded through provincial grants such as classroom learning materials and textbooks
- facility renewal, maintenance, or upgrades funded through provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear
- infrastructure improvements which increase the student capacity of a school or are funded by provincial grants (for example, classrooms, additions, gyms, labs)
- goods or services for employees, where such purchases would contravene the [Education Act](#) or a school council's by-laws regarding conflict of interest
- professional development including support for teacher attendance at professional development activities
- administrative expenses not associated with fundraising activity; any administrative expenses associated with fundraising activity should be minimized
- support for partisan political activity, groups or candidates

### **Examples of acceptable uses of fundraising proceeds**

- assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip for students who cannot afford it)
- supplies, equipment or services which complement items funded by provincial grants (for example, extracurricular band equipment, audio-visual equipment)
- field trips or other excursions (for example, in-province, out-of-province or trips abroad)
- guest speakers or presentations
- ceremonies, awards, plaques, trophies or prizes for students
- scholarships or bursaries
- extracurricular activities and events (for example, travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs)
- school yard improvement projects (for example, playground equipment, shade structures, gardens, outdoor skating rink)
- upgrades to sporting facilities such as running tracks, installation of artificial turf and scoreboards
- support for activities that are unique to the denominational or cultural character of the school (for example, student retreats)



## **Accountability and financial reporting**

To meet the public's expectations and demonstrate stewardship for public dollars, each school should prepare an annual report on school-generated funds.

The school community must be informed as to how proceeds from fundraising, fees, and corporate donations, are used. The intent of the donations should be clearly communicated to contributors to ensure that the donations can be recorded appropriately and to address any accounting implications.

Schools may determine the best communication vehicles for their local school community (for example, newsletter, posting to school website). School boards may also choose to report to the school community in an annual report, which may include an overview of school-level fundraising across the school board and board level donations and corporate partnerships.

## **Financial reporting**

Public Sector Accounting Board (PSAB) standards require that all school boards consolidate funds generated at the school level with the annual financial statements of the school board. All funds collected through school, or school council, fundraising are subject to the school board's regular audit and accountability requirements. As school councils are advisory bodies, and not entities with the legal capacity of a corporate body, funds collected through the school council must be reported by the school board, which is a corporate body.

By regulation, fundraising by school councils is required to be in accordance with school board policies and for a purpose approved by the school board, or authorized by school board policy. In addition, school councils must report annually to the principal and to the school board on their fundraising activities.

School board procedures must address:

- the establishment of school bank accounts, issuing receipts, authority to pay disbursements, recording donations, investments, bank reconciliations, records retention, financial reporting, financial responsibility for shortages and overages generated by the fundraising activity, financial review/audit and a chart of accounts
- roles, responsibilities, and required approvals at the school board and school level, for all activities related to school-generated funds
- compliance with school board policies and municipal, provincial, and federal laws and regulations

School boards should communicate and train school administrative staff on procedures dealing with the collection, disbursement and accounting of school-generated funds.

These procedures should ensure both the safeguarding and the accurate financial reporting of these funds

The HWDSB Fundraising Policy can be found [here](#).

The HWDSB Fundraising Procedure can be found [here](#).

## **HWDSB Fundraising Date Approved 2019 Policy No. 3.7**

### **PURPOSE:**

Hamilton-Wentworth District School Board (HWDSB) recognizes that parents, guardians, caregivers, schools and communities may choose to engage in fundraising activities to support students, schools, the Board and the wider community. The Board believes that fundraising activities must be complementary to public education, voluntary, safe, accountable and transparent.

The Board is supportive of fundraising activities that increase student engagement, support a healthy learning environment and build strong partnerships.

### **GUIDING PRINCIPLES:**

- HWDSB believes that fundraising should support the values and expectations of the school community including those of parents, students, staff and trustees.
- HWDSB believes in being transparent and accountable to the community.
- Fundraising must be ethical and legal.
- Staff and volunteers co-ordinating fundraising activities should be supported to ensure proper handling and management of the proceeds raised from fundraising events and any expenditures incurred in the provision of the fundraising event.
- Fundraising will not be used to replace items that are publicly funded, such as classroom learning materials, textbooks, facility repairs, maintenance or upgrades.

### **INTENDED OUTCOMES:**

#### **Fundraising activities in Hamilton-Wentworth District School Board will:**

- 1) Be complementary to publicly funded education.
  - Fundraising will reflect HWDSB's mission, vision, values, strategic directions and policies.
  - Fundraising will reflect the purposes and the principles of public education, including equity, diversity, and accessibility.
  - Fundraising will support student achievement and well-being and will not detract from the learning environment.
  - Fundraising will not replace public funding for education, and may not be used to support items that are funded through provincial grants such as classroom learning materials and textbooks, facility repairs, maintenance or upgrades.
  - Fundraising will not support those capital projects that will result in an increase in the student capacity of a school or significantly increase capital or operating costs.
  - Fundraising may be used to support humanitarian or charitable causes that can increase student understanding, empathy and activism in helping to address local, national and international issues.
  - Fundraising may be used to increase community and parent/guardian/caregiver engagement with the school.

## 2) Be voluntary

- No individuals will be compelled to participate in fundraising activities, nor will a student's fundraising efforts be tied to any measure of student achievement, or be subjected to any other negative consequences should they choose not to participate.
- Fundraising by the local school community will reflect the diversity, values and priorities of the Board and the community.
- Privacy will be respected. Personal information of staff, students or other individuals will not be shared for the purposes of fundraising without prior consent.

## 3) Provide a safe environment for students, staff and volunteers

- The safety of students will be a primary consideration in all fundraising activities.
- All fundraising activities require supervision by an HWDSB employee and should be age-appropriate. □ Appropriate safeguards will be in place regarding collection, deposit, recording and use of funds.

## 4) Be accountable and transparent

- Appropriate documentation will be completed for expenditures incurred during the provision of the fundraising event as well as when spending the proceeds.
- School fundraising activities will be developed and organized with advice and assistance from the school community.
- Fundraising has a designated purpose and the proceeds are used for that purpose.
- School fundraising will include transparent financial reporting practices to the school community.
- System fundraising will include transparent financial reporting practices to HWDSB community. □ There shall be no real or perceived conflict of interest in any fundraising activity.
- All fundraising, including fundraising led by student groups (e.g. school council, clubs, athletics, etc.), Ontario Home and School Associations, Alumni Associations, or other school community groups must be supervised by a HWDSB employee, be age-appropriate and be governed by the same rules as other fundraising activities.
- Administrative expenses associated with the fundraising activity will be minimized.
- All organizations in receipt of HWDSB fundraising proceeds must engage in legal and ethical practices.

## RESPONSIBILITY:

Director of Education  
Members of Executive Council

## TERMINOLOGY:

*Capital Projects:* Capital projects supported by fundraising should enhance the facilities that already exist in the school or school yard and do not include school renewal, maintenance or upgrades to the facilities such as structural or emergency repairs or replacement of flooring, tiles etc. Examples of supported capital projects include playground equipment, shade structures, and scoreboards with approval.

*Fundraising:* Any activity, permitted under HWDSB's policies, to raise money or other resources, as approved by the school principal, in consultation with, and upon the advice of the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

*School Community:* Refers to students, parents, guardians and caregivers, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support HWDSB and student achievement.

*School-Generated Funds:* Funds that are raised and collected in the school or broader community in the name of the school, by school councils or other school or parent administered groups (with the exception of funds raised by the Ontario Home and School Associations).

School generated funds are administered by the school principal and are raised or collected from sources other than HWDSB's operating and capital budgets. These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities, athletics/clubs, educational excursions, and donations for initiatives such as a school nutrition program.

School generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties.

*Ontario Home and School Associations:* Refers to entities separate from District School Boards when they are constituted under the umbrella of the Ontario Federation of Home and School Associations. They may engage in fundraising activities to support the goals and objectives of their organization. The proceeds from these activities are not a part of School Generated Funds.

When Home and School Associations are purchasing equipment for a school, all purchases must follow procurement and facility policies and procedures.

#### **ACTION REQUIRED:**

- Yearly monitoring through an internal and any mandated external audits that monitor all fundraising activities, and fundraising procedures to ensure that they meet the Ministry and HWDSB purpose and intended outcomes.
- Each school principal, with advice from the School Council, will identify an Annual School Fundraising Plan for funds to be generated in the name of or under the auspices of the school. The Annual School Fundraising Plan is a means of monitoring, communicating and documenting a school's fundraising initiatives. The school's Annual School Fundraising Plan must be signed by the Principal and submitted to the Superintendent of Student Achievement for final approval.
- The school principal will approve all fundraising activities in advance, including the intended use of funds.
- The school principal will be accountable for ensuring transparency of all funds raised and for providing disclosure to the appropriate group(s).
- Fundraising activities need to comply with related Board policies and procedures, including but not limited to Health and Safety, Purchasing, Conflict of Interest, Equity, Environment, Nutrition, and Educational Excursions.
- Fundraising for schools by School Councils is a partnership between the school, the Board and the fundraising group. Because the Board is a corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with those funds) belongs, legally, to the Board.
- The Hamilton Foundation for Student Success has been established to support students in financial need. The Hamilton Foundation for Student Success supports equity of opportunity and access, maintaining recipient confidentiality and dignity, when support is required beyond that available at the school level. The Hamilton Foundation for Student Success is sustained through external funding.
- Limits may be set on the number and extent of fundraising activities in each school.

Intended Outcome	Assessment
Be complementary to publicly funded education	Each school will have a Superintendent approved Annual School Fundraising Plan, which includes fundraising suggestions and how the revenue from the fundraising will be spent.
Provide a safe environment for students, staff and volunteers	The school community will be informed as to how proceeds from fundraising and corporate donations are used and ensure this is aligned with the designated purpose of the funds raised.
Be accountable and transparent	<p>At the end of the school year, each school will prepare an annual financial summary report on school-generated funds which includes fundraising revenues and expenses incurred in conjunction with the fundraising activity or event Audits will be performed annually on a sample of schools by the external auditors and central Board staff.</p> <p>The school community will be informed as to how proceeds from fundraising and corporate donations are used and ensure this is aligned with the designated purpose of the funds raised.</p> <p>School councils will report annually to the Principal and the Board on their fundraising activities.</p>

### **Fundraising Best Practices:**

1. Annual School Fundraising Plan should be completed by the school Principal working with the School Council and submitted to the Superintendent for approval once completed.
2. Annual School Fundraising Plan is considered a living document that may be modified as the school year progresses. All change must be approved by the school's Superintendent.
3. When creating the Annual School Fundraising Plan all stakeholders who may wish to fundraise should be considered. School Council, Home & School Association, Staff, Students & community members.
4. Know your community and the local economy.
  - How many fundraisers are taking place?
  - Is the fundraiser inclusive of everyone, including lower income families?
  - When does it become too much?
  - Ask the question, are caregivers and communities being asked to reach into their pockets too often?
5. Review if the goals are on the approved list?

6. All fundraisers must have a specific goal which is clearly shared with all involved. If you are selling a product like chocolate bars include the goal on each wrapper.
7. All money collected should be counted inside the school by a minimum of two fundraising committee members.
8. Once counted the money should be passed to the school principal with the proper form to be recounted and stored in the school safe awaiting bank deposit.
9. Fundraising money should never be stored at an individual's residence or carried on person.
10. Should you surpass your fundraising goals the additional money may be used for other projects. This requires an amendment of the Annual School Fundraising Plan and approval of the Superintendent.
11. Accurate records must be kept by the fundraising committee.

Dates counting took place, who carried out the counting and the amount counted.

Copy of the form submitted to the to the principal with signatures and the date.

A list of all expenses along with itemized receipts, and a copy of the form submitted to the principal for reimbursement.

No monies may be taken directly from the fundraising money to cover expenses until it has been deposited and the proper forms have been submitted for reimbursement.

12. All money raised should be spent in the same school year it was raised to ensure students attending during the year benefit.
13. Fundraising projects requiring more than one year to complete may carry over the funds with approval from the school Superintendent.
14. Principals must submit a fundraising report at the end of the school year to the school Superintendents
15. School Council Chairs & / or Treasures are responsible to inform the school community of all fundraising activities at the end of the school year (June). This should include fundraising activities, goals and funds raised toward each goal, purchases made with the fundraising money along with any money remaining in the bank account.  
  
Notifying the community may be done by one or more of the following: School Newsletter; Special Fundraising News Letter sent home with students; mass school email; automated phone calls; school messenger; posted on the school website; posted on the school council approved social page; posted on the school bulletin board in the entrance way; posted on school out door digital sign.
16. Public Sector Accounting Board (PSAB) standards require that all school boards consolidate funds generated at the school level with the annual financial statements of the school board.
17. The above paragraph 16, emphasizes why all money should be used by the end of June.

Approved large projects can have money carried over into the next school year with the Superintendent's approval when the Annual School Fundraising Plan is submitted. It is important to keep clear and concise records of all transactions and retain all receipts.

School Council Chairs & / or Treasures should work with the Principal to have a process for reviewing fundraising transactions and balances on a regular basis.

18. Should you have a significant amount of money left over at the end of the June despite trying to spend it all you may ask the Superintendent through your Principal to carry it over into the next year. An explanation of why you were unable to spend it all should accompany the request.
19. Fundraisers involving food must also follow the Ministry Nutrition Policy Guidelines. School Councils should work with Principals regarding these requirements.

## **Fundraising Ideas**

1. Dance-a-thon, Glow in the dark, themed 50', 60's ...
2. Krispy Cream Donuts sales
3. World's Finest Chocolate bars sales
4. Pizza Days
5. Online one time donation from families (One donation for the year)
6. Sit down school diner for families
7. Magazine sales
8. Holiday occasion card sales
9. Outdoor winter or summer carnival
10. Food trucks
11. Milk sales students
12. Popcorn, Frozen yogurt ... Sales
13. Silent auction donated items to be auctioned
14. Movie Night
15. Games Night
16. Family Dance, movie star dress up, super hero costumes, dress like guardians going to work...
17. Guardians Party at hall or arena outside school, casino night, games night, poker night
18. School bottle drive
19. Make it Sow Seeds packet sales
20. Fresh from the farm produce sales
21. Bring in an entertainer, Magician, Comedian, Mentalist
22. Mabel's Labels
23. Flip Give Raise money by buying gift cards for places we already use for shopping (Groceries, Clothes ...) Parents use an app to make their purchases
24. Sell poinsettias, mums
25. Halloween fright night set up gym as a walk through maze
26. Create gift baskets (bought & donated items) and auction off
27. Dinner & Dance
28. Face painting
29. Comedy artist drawing funny portraits
30. Some restaurants will collect receipts from patrons whose kids attend your school and donate a percentage back to the school

31. Sell candy grams on special days students buy and have delivered to staff or other students in the school Valentines' day candy hearts, Christmas candy canes, Halloween scary treats
32. Used book sales (donated books)
33. BBQ alone or in conjunction with another event
34. Family sports competition for all ages with prizes, Fun no contact events: blindfolded plastic bowling; opposite good hand dart throw; shooting hoops behind back; raw egg carry; water balloon toss; longest paper air plane throw; partners both blindfolded one hand only feed each other jello ....

### **Hamilton Foundation for Student Success (HFSS)**

As HWDSB's charity of choice, Hamilton Foundation for Student Success (HFSS) is proud to be the only registered Canadian charity with the sole mandate to support HWDSB students.

*Fundraising is a significant piece of a school council's work. We are here to help you maximize your efforts through access to online giving platforms, tax receipting, fundraising best practices and so much more. All funds raised through HFSS designated for your school are disbursed back to your school.*

Student Support Grants are another important tool to help ensure HWDSB students have what they need to be able to come to school and stay in school.

HFSS works with schools to identify student needs. Whether it is a proper winter wear, the fee for a class trip, items needed to participate in a Co-Op placement, or the fees required to apply to attend College or University, Student Support Grants are available.

HFSS wants to ensure that all HWDSB students have the financial means to complete their academic journey. To facilitate this success, we work with donors and community partners to offer student awards in the form of scholarships and bursaries.

Awards give a student more than money. It gives them encouragement and recognition for hard work and achievement. It is a tangible reminder for the student that others share a belief in the importance of education.

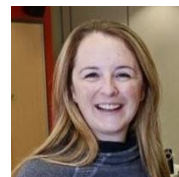
For the last 46 years, HFSS has been committed to ensuring HWDSB students have equal opportunities to learn, grow and succeed. We remain committed to working with HWDSB's Board of Trustees, school councils, staff and families to identify and respond to the emerging priorities impacting students.

Thank you for volunteering to be a part of your school council and please do not hesitate to reach out for any fundraising related help.

Amy Leaming Cote

Executive Director Hamilton Foundation for Student Success

[www.hamiltonfoundationforstudentsuccess.com](http://www.hamiltonfoundationforstudentsuccess.com)





## Up and Coming:

- **PIC Connects** Tuesday, February 28, 2023 Lawfield Elementary School 45 Berko Avenue, Hamilton 6:30 p.m. – 8:30 p.m. An information evening for all school council members.
- Next month The PIC Connection will share best practices for running a council meeting.
- Our next PIC meeting will be on Tuesday 21, February 2023 at the Education Centre 6:30 – 8:30 (Meeting was moved from the normal 2<sup>nd</sup> Tuesday of each month because of Valentines Day.)
- All PIC meetings are open to the public and held in a Hybrid Format.



In closing, thank you for reading the newsletter, created by parents for parents.

Have a topic you would like added or clarified, drop us a line and let us know. Email [pic@hwdsb.on.ca](mailto:pic@hwdsb.on.ca).

*We firmly believe working together we can make HWDSB an even better place to work, learn, play and grow as staff, parents, guardians, caregivers and students.*