

HIGHVIEW SCHOOL COUNCIL
SUB COMMITTEE BYLAW FOLLOWING
SCHOOL GENERATED FUNDS PROCEDURE

All parents and/or students wishing to organize a funded school event and raise funds must present to School Council prior to organizing the event in order that a sub committee can be formed. Sub Committees must comply with the School Generated Funds Procedure and follow School Council's Constitution and Bylaws.

All Sub Committees must have School Councils representatives and a Teacher. They include but are not limited to the following:

- Highview Student Fundraiser i.e. McMillan Cookie Dough – Principal Representative
- Monthly Fun Lunches i.e. Sub Days – Principal/Teacher Representative
- Primary Grades Milk Program – Primary Teacher Representative
- Grade 8 Graduation – Sr. Grade Teacher Representative
- Year Book Committee – Teacher Representative

Other Sub Committees may be formed that may or may not generate funds; these include but are not limited to:

- **Special Education** – To assist in problem solving issues related to special needs students within our community.
- **School Council Election Committee** – Principal Representative. First meeting annually in May this Committee is to ensure that procedures are in place for a new School Council to be formed in September. School Council members or their spouses standing for election in September can not sit on the Election Committee.
- **Spelling Bee Committee** – Librarian or Teacher Representative. Sub Committee to be formed to help support our students in the area of Literacy.

School wide events other than those listed such as Charity Donations and BBQs will be organized through the Administration or individual Teachers.

Purpose of Sub Committees Generating Funds

The purpose of events or activities shall be to raise funds to purchase program material and/or equipment to enhance student learning, graduations, and/or charity donations. Funds may also be used to support extra-curricular activities and out-of-school trip excursions as approved by the Principal and the School Council. Highview Student Fund, McMillan Fundraiser refer to School Council Bylaw.

Membership and Operating Procedures for Sub Committees

In order to comply with our Board's School Generated Funds Procedure, Sub Committees will be struck at the first goal setting meeting of School Council in September.

An all call must be sent out to the Community via the School Council or School Newsletters requesting volunteers. It must be well communicated to the community that you do not have to be a School Council Representative to volunteer to sit on a Sub Committee. The purpose of the event and expenditures must also be communicated to the Community. Events or activities may be cancelled due to lack of volunteers or teacher representation.

All meetings of the Sub Committees will be held on school property and minutes recorded. All Sub Committees will report regularly at School Council Meetings and distribute or present their minutes to all School Council Members.

If size permits all Sub Committees will require the following:

One Chair - Annual scheduled school events where a sub committee requires fundraising the Chair of the sub committee may be appointed or elected at the first goal setting meeting of the School Council. One School Council representative on a sub committee should Chair the committee to ensure that our Board's policies and procedures are followed. The Chair will report and give regular updates of the Sub Committee at School Council Meetings.

One Secretary - If the sub committee requires a Secretary he/she may be appointed or elected at the sub committee's first meeting. Minutes are presented or distributed at School Council Meetings.

The **Treasurer** of School Council automatically becomes Treasurer of sub committees. When possible the Treasurer and/or School Council and Sub Committee Chairs will count and document all monies raised by the Sub Committee providing a financial statement at all School Council meetings. The money raised and list of expenditures are also reported in the School Council or School newsletters.

One **Teacher Representative** to oversee and advise the sub committee.

HANDLING OF SCHOOL FUNDS

Sub Committee Budget Submission

If any sub committee requires fundraising and/or expenses, a budget and a list of fundraising activities must be submitted to the Principal and School Council prior to expenses for approval. The funds generated on sub committees are collected on behalf of the School Council therefore the School Council must approve expenses. The Principal must report back to the Sub Committee and School Council on his/her final decision regarding fundraising, the budget and expenditures.

1. All money collected is to remain on school property.
2. Immediately following an event or fundraising shift all money must be given to the School Principal or the Office Administrator who will secure the funds in a safe location within the school.
3. The School Council Treasurer along with the Chair of the Council or the Chair of the Sub Committee must count the money received, fill out the necessary board forms and bank deposit slip.
4. All expenses require a receipt and the Board's green form must be submitted to the Office Administrator for reimbursement by cheque.
5. No cash float or amounts shall be given for expenses prior to purchases.
6. The Office Administrator or the School Council Treasurer will make all deposits.
7. A total written financial report of funds raised and expenses must be reported at School Council Meetings, and annual Board and Ministry reports. Funds raised must also be reported in the School Council or School newsletters.
8. The Principal and Office Administrator have joint signing authority on the school bank account.

Legalities - Sub Committees shall not engage in fundraising activities unless they are conducted in accordance with policies and procedures set by the Board. Because the School Board is a separate entity and the school is not, any funds raised by the School Council or any sub committees legally belong to the Hamilton Wentworth District School Board.

