



Fundraising Policy

Revised: September 28, 2015

Secretary Signature: _____ Date: _____

Purpose:

Orde Day Care **may hold** fundraising events throughout the year to help supplement special programs or events or for one-time capital costs towards equipment or furniture. Our fundraising can include, but is not limited to the selling of raffle tickets, bake sales and chocolate sales, etc. It is our intention that these events can provide an opportunity for families to work together towards a common goal. We do not wish families or staff to feel pressured to participate or contribute beyond their means and as such will make every effort to ensure that events are not held too frequently. The centre has a fundraising committee to organize all fundraising events.

Fundraising Procedures

Orde Day Care's fundraising committee is made up of staff and parents and meets on an ad hoc basis to plan upcoming events. The mandate for this committee is to:

1. determine the centre's needs for the upcoming year,
2. review and evaluate past fundraising events,
3. plan events that are in keeping with the centre's program statement and objectives
4. ensure that events are well-spaced throughout the year and,
5. ensure that staff, parents and/or students sign-off on this policy prior to participating in an event,
6. ensure that all events adhere to this policy's intention.

Once the committee sets a calendar for the year, it is brought to the Board of Directors for discussion and approval. Any last-minute events must be approved by the Board of Directors.

Fundraising Responsibilities

Anyone participating in fundraising events for the day care will be held liable for the cost of any products taken for the purposes of the fundraising, by the return date. Each participant must first sign for any items taken and agree to the following:

1. Parents – any outstanding funds will be invoiced or charged to your child's account.
2. Staff – any outstanding funds will be invoiced or deducted directly from your wages.
3. Students – must have a staff co-sign and take responsibility.

No person who has an outstanding balance with the centre may participate.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: