

## **Policy for Class Fund-raising**

### **Adopted by WSP Parent Council**

**January 2011**

Class trips are used to supplement the student's classroom experience. There are three big trips: one in 3<sup>rd</sup> grade (the Farm Trip), one in 6<sup>th</sup> grade, and the end of year 8<sup>th</sup> grade trip. Smaller class trips are also often taken as well as 1-day field trips from time to time. Each student pays an annual "Trip Fee" that partially covers the cost of these trips. In order to lessen the financial burden on families of the cost of trips not covered by the "Trip Fees", the school allows classes to engage in fund-raising activities. All class fund-raising activities must be carried out in accordance with the school's Policy for Class Fund-raising, as described below.

- All classes may engage in fund-raising activity, however, priority in terms of choosing which fund-raisers to use will be given to those classes who are in the year before a large trip will be taken. Priority for choosing fund-raisers is then given to grades 2, 5 and 7. With the exception that the 3<sup>rd</sup> Grade will continue to run the pizza lunch fund-raiser and the 8<sup>th</sup> grade will run the yearbook publication.
- All fund-raisers must be pre-approved by the Director of Admissions and Development; a fund-raising request form should be submitted by the class to the development office. The Director of Admissions and Development will maintain a list of approved class fund-raisers for classes to use as a reference. Classes may also propose new fund-raisers. All classes will be encouraged to choose fund-raisers that offer services to the community. These could include such services such as lunch food, soup-to-go, and bake sales. In order to prevent fund-raising efforts from becoming intrusive to the community, classes should develop fund-raisers that support the families of our community or that provide items which would be purchased by the families of the community anyway.
- 100% of the proceeds from class fund-raising efforts which have been approved as described above will go into the class fund.
- All funds remaining after the final class trip payments are reconciled after the 8<sup>th</sup> grade trip will be given to the school. At the class's option, this money can be included as part of the class's legacy gift.
- Fund-raisers that have previously provided school-wide support may not be considered as class fund-raisers. These would include such events as the May Fair, auction or Sun Run. The Director of Admissions and Development and the School Administrator will

provide guidance when choosing fund-raisers that do not impede on any school wide efforts to raise funds.

- Large events that require the school to be represented to the outside community must be organized and run by a chair approved by the Administrator. This chair must communicate with the Administration and adhere to policies about communications and advertising.
- Each class is expected to contribute at least one activity to the school's annual May Fair, in addition to contributing volunteers to help with the general activities of running the May Fair (parking, set up, clean up, etc). Only the current 2nd, 5<sup>th</sup>, and 7<sup>th</sup> grades may raise money for their class fund by sharing in the profits from the May Fair activity sponsored by their class. Profits from the activities sponsored by each of these classes will be shared with the school with 50% going to the class fund and 50% going to the school.