



# Workshops

|                          | Foundation  | Operation  |
|--------------------------|---|--|
| Fundraising Associations | Fundraising Association Introduction<br>Fundraising Association Purpose | Mission, Vision and Objects of Incorporation<br>Fundraising Association Bylaws<br>Fundraising Association Policies and Practices |

*Workshops designed to enhance school council effectiveness and parent engagement in public education.*

## Fundraising Associations **Foundation** Workshops

| Foundation  | 1.5 hour each | Audience  | Requirements  | Activities   |
|---|---------------|---|---|--|
| <b>Fundraising Association Introduction</b><br>Incorporation of a legal society in Alberta requires specific steps. It is vital that individuals considering this action have clear understanding and knowledge relating to the society's operations and role within the school community, prior to creating this legal entity.   |               | A new or existing school community seeking basic "start-up" information related to incorporating a registered fundraising association/society.  | Invitation from one parent and principal. Minimum five parents, principal and teacher rep in attendance.  | Common terms definition, locating relevant clauses in existing legislation relating to fundraising associations/societies (Societies Act: bylaw changes, special resolution, dissolution, School Act: School Council Purpose) and interpretation of clauses as they apply to specific community. |
| <b>Fundraising Association Purpose</b><br>Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. They can choose how to raise and spend funds, but cannot compel the principal or school community to participate/accept funds. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what is essential. |               | A school community or group of parents seeking to incorporate a registered society for the purposes of fundraising, or that has one in place and needs assistance understanding the role and/or authority with the school council/school. | Invitation from principal and one parent. Minimum five participants including principal and teacher rep in attendance. <b>Recommended: Foundation</b> workshop "School Council Purpose" within current or previous school year. | Review of relevant legislation (Societies Act and School Act), "Which Group" identification activities and case studies.   |

## Fundraising Associations **Operation** Workshops

| Operation  | 2 hours each | Audience  | Requirements   | Activities  |
|--|--------------|---|--|---|
| <b>Mission, Vision and Objects of Incorporation</b><br>The mission and vision should be aligned with the <i>Objects of Incorporation</i> . The registered <i>Objects of Incorporation</i> provide the legal justification for the existence of the society. The mission defines the purpose of a group; the moral or social reason for being. Vision communicates that purpose through values; reveals desired outcome or ideal state. |              | A new or existing school community intending to incorporate a fundraising society or an existing incorporated society seeking to re-examine and perhaps revise their current Objects of Incorporation, or Mission and Vision Statement.   | Invitation from one parent of those forming the Board of Directors of the society. Minimum five parents from those forming the Board of Directors of the society in attendance. <b>Highly recommended:</b> Principal and school council teacher rep and principal in attendance. <b>Foundation</b> workshop "Fundraising Association Introduction" or "Fundraising Association Purpose" within previous school year. | Idea sharing, open discussion, consensus building. Drafting <i>Objects of Incorporation, Mission and Vision Statement</i> , ready to share with individuals seeking to form the fundraising association, or the members of the existing association.  |
| <b>Fundraising Association Bylaws</b><br>An incorporated fundraising association/society has the discretion to decide what bylaws work best for them, in keeping with the Societies Act, and within the context of their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution, bylaw changes, and dissolution.  |              | A new or existing school community intending to incorporate a society for the purposes of fundraising, seeking to clearly define their bylaws in keeping with their Objects of Incorporation and the Societies Act. Also an existing incorporated society seeking to re-examine or revise their current bylaws. | Invitation from one parent of those forming the Board of Directors of the association. Minimum five parents from those forming the Board of Directors of the association in attendance. <b>Highly recommended:</b> Principal and school council teacher rep in attendance. <b>Foundation</b> workshop "Fundraising Association Introduction" or "Fundraising Association Purpose" within previous school year.       | Review of legislation relevant to bylaws of a society. Open discussion, idea sharing, and consensus building, wording of specific clauses relevant to local community. Complete or partial drafting Bylaws ready to complete and present for review and/or approval to individuals seeking to form the fundraising association, or the members of the existing association. |
| <b>Fundraising Association Policies and Practices</b><br>Fundraising association policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include: communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation and social media.                |              | A new, or established, incorporated fundraising association with a majority of members having a clear understanding of its legislated role, seeking to create policies that will help guide and define its processes and work.  | Invitation from one parent of those forming the Board of Directors of the association. Minimum five parents from those forming the Board of Directors of the association. <b>Highly recommended:</b> Principal and school council teacher rep in attendance. <b>Operation</b> workshop "Fundraising Association Bylaws" within previous school year.   | Review of legislation relevant to fundraising associations. Idea sharing, open discussion, consensus building. Drafting <i>Policies and Procedures</i> (up to five), using a common format to follow in the future, ready to share with members of the association.   |