

Fundraising Associations Foundation Workshops Price per WORKSHOP: \$200 +GST per FUNDRAISING ASSOCIATION

Foundation	1.5 hour each	Audience	Requirements
<p>Fundraising Association Introduction 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.</p>		A new or existing school community seeking basic "start-up" information related to incorporating a registered fundraising association/society.	Invitation from one parent or principal. Recommended five parents and principal in attendance.
<p>Fundraising Association Fundamental Principles Fundraising Associations operate as legal entities with distinct rules to follow. This workshop will review the legislation and purpose of a Fundraising Association, it's role and relationships with the school community, the role of the Board, and how decisions are made. This workshop is designed to guide new and existing Boards and Association members with a review of principles and some operations best practices.</p>		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 or one parent. Recommended five participants including fundraising association president, executive and principal in attendance. Recommended: Participants to have taken "School Council Purpose" workshop within previous two years.

Fundraising Associations Enhancement Workshops Price per WORKSHOP: \$325 +GST per FUNDRAISING ASSOCIATION

Enhancement	2 hours each	Audience	Requirements
<p>Fundraising Association Bylaws 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. Create complete or partial drafting Bylaws ready to complete to present for review and/or approval to individuals seeking to form the fundraising association, or the members of the existing association/society.</p>		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 principal or one parent of those forming the Board of Directors of the association/society. Recommended five parents from those forming the Board of Directors of the association/society in attendance. Highly recommended: Principal in attendance. Previous workshop "Fundraising Association Introduction" or "Fundraising Association Fundamental Principles" within previous school year.
<p>Fundraising Association Policies and Practices 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. Create draft Policies and Procedures (up to five), using a common format to follow in the future, ready to share with members of the association/society.</p>		A new, or established, incorporated fundraising association/society 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 principal or one parent of those forming the Board of Directors of the association/society. Recommended five parents from those forming the Board of Directors of the association/society. Highly recommended: Principal in attendance. Previous workshop "Fundraising Association Bylaws" within previous school year.
<p>Fundraising Association Financial Practices Fundraising associations are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Following sound financial management and proven business practices are critical for continued success in the school community. Topics include identifying financial risks, managing risk, basic financial practices, and how to make spending decisions. Discussion of resource documents, templates and sample financial documents and reports to assist the association in creating a sound financial management plan.</p>		A new, or established, incorporated fundraising association/society seeking to create, or revise, their financial practices.	Invitation from principal or one parent of those forming the Board of Directors of the association/society. Recommended five parents from those forming the Board of Directors of the association, particularly the Treasurer. Highly recommended: Principal in attendance.

72 hour CANCELLATION notice is required for all workshop bookings.