




Workshops

Fundraising Associations


Foundation	Enhancement *
Fundraising Association Introduction	Fundraising Association Bylaws *
Fundraising Association Partnership Purpose	Fundraising Association Policies and Practices * Fundraising Association Financial Practices * 

* Fee based delivery

Fundraising Associations Foundation Workshops

Foundation	1.5 hour each	Audience	Requirements	Activities
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.		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 and principal in attendance.	Common terms definition, locating relevant clauses in existing legislation relating to fundraising associations/societies (Societies Act: bylaw changes, special resolution, dissolution, Education Act: School Council Purpose) and interpretation of clauses as they apply to specific community.
Fundraising Association Partnership Purpose 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 in attendance. <i>Recommended:</i> Previous workshop "School Council Purpose" within current or previous school year.	Review of relevant legislation (Societies Act and Education Act), "Which Group" identification activities, case studies and the Principal's role.

Fundraising Associations Enhancement Workshops * Fee based delivery

Enhancement	2 hours each	Audience	Requirements	Activities
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.		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/society. Minimum five parents from those forming the Board of Directors of the association/society in attendance. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Introduction" or "Fundraising Association Partnership 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/society.
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.		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 one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association/society. <i>Highly recommended:</i> Principal in attendance. Previous 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/society.
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.		A new, or established, incorporated fundraising association/society seeking to create, or revise, their financial practices.	Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association, particularly the Treasurer. <i>Highly recommended:</i> Principal in attendance.	Review of legislation relevant to fundraising associations. Open discussion, idea sharing. Sharing of resource documents, templates and sample financial documents and reports to assist the association in creating a sound financial management plan.

* **Fee based delivery:** Site delivery \$400 + expenses. Remote delivery \$300 (up to 4 hours). **72 hour CANCELLATION notice is required for all workshop bookings.**