



LCHS
LEDUC COMPOSITE
Parent Association

POLICY MANUAL

Leduc Composite High School Parents' Association

Rev: December 2016

Leduc Composite High School Parent Association Policy Manual

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Policy Name: Policy Committee Terms of Reference

Policy Status: Approved

Effective Date: December 2, 2015

Policy Objective: To document the Terms of Reference for the Policy Committee

Committee Name: Policy Committee

Membership and Appointment:

A minimum of three (3) and maximum of five (5) Parent Association members, of whom at least one (1) shall be Executive.

Members will be elected by the membership at large either at the Annual General Meeting or a subsequent regular meeting.

Term of membership will be for a maximum of one year (Sept 1 – Aug 31).

A member may serve for up to five (5) consecutive terms.

Chairing:

The Committee Chair will be selected by the members of the Committee.

Frequency of Meetings:

As determined by the committee members

Quorum:

50% of the Committee membership

Record of Meetings:

Formal minutes are not required.

Reporting Mechanism:

The Chair of the Committee will provide a written report at regular Association meetings following any meeting of the policy committee.

Function:

The function of Policy Committee is to research, develop and propose Policies at the request and direction of the Association membership. Such direction must be provided through a formal motion at a duly constituted Association meeting.

Delegate Authority:

The Policy Committee has advisory authority only.

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Policy Name: Consideration of Requests for Funding

Policy Status: Approved

Effective Date: January 6, 2016

Policy Objective: **To outline the framework for the decision to provide funding from the Parent Association.**

Background:

We wish to express our appreciation for organizing an event or project for the benefit of our students at Leduc Composite High School. As a Parents Association, our funding resources are limited, and as such, we have particular parameters in which to approve or support a project, whether it is financial or non-financial support.

Wherever possible, we seek to utilize provincial matching grants to maximize our ability to support students and the school learning environment. We do not seek grants (municipal, provincial or federal) in any form that may require the Parent Association to register for a GST number or undertake other onerous financial reporting.

The primary goal of granting funding requests is to provide the maximum potential benefit for as many students as possible. Alternatively, funding support may still be provided where the Parent Association is the only reasonable source of funding and, without support from the Parent Association, the project or event cannot be undertaken without undue financial hardship on students and their families.

Policy Guidelines:

1. A request for funding may be brought forward by the Principal, or designate, at any regular meeting of the LCHS Parent Association.
 - a. The Principal shall review the funding request and confirm that the request is supported by School Administration.
 - b. The funding request shall be presented to the Parent Association membership by the Principal or designate. Participation of additional school staff is welcome.
2. Requests for funding must be in writing and must provide the following information:
 - a. The program or event for which funding is requested.
 - b. The staff member who will oversee the program or event for which funding is being requested.
 - c. The specific intended use of the funding being requested, including:
 - i. Who does the request benefit? (i.e. staff and students or students only)
 - ii. What is the educational or curricular benefit?
 - iii. Is there a benefit to the school community at large (other than a specific program or event)?
 - iv. How many staff/students will benefit from fulfilling this funding request?
 - v. What is the event/project timeline?
 - vi. Is this a one-time only project or event? If not, how often will it reoccur?
 - d. The specific amount of funding being requested must be detailed.

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- i. If the request is for the purchase of any goods, products or services, at least two (2) detailed written quotation must be provided at the time of the request.
 - ii. The quotation must include unit cost, quantity, shipping, handling, GST and any other line item costs.
 - e. What other funding sources have been applied for, are confirmed or are under consideration; including corporate or municipal sponsorship?
3. In the event that a funding request is to be approved and funded through a provincial matching grant:
 - a. The Parent Association will confirm support for a maximum of 50% of the requested funding with the school confirming there is budgetary allowance to cover the balance of the cost of the planned purchase.
 - b. The Parent Association will apply to the most appropriate provincial grant program for the remaining 50% of the initial funding request.
 - i. Typically these grants require that the purchase already be made prior to the grant application.
4. The Treasurer, or designate, is responsible for preparing and submitting grant requests.
 - a. The Treasurer shall maintain a record of all grant applications. These applications are available for review by any member of the Parent Association, upon request to the Treasurer.
 - b. The Treasurer shall provide updates to the Parent Association on the status of all grant applications as information is received. These updates may be provided through the regular Treasurer's Report at regular Parent Association meetings.
 - c. Once a decision is received on a grant application, the Treasurer shall report the decision to the Parent Association through a regular Parent Association meeting. Documentation of the decision will be placed with the original application.
 - d. The Treasurer shall fulfill any reporting requirements from the granting authority.

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Application for Funding Consideration

Please review the LCHS Parent Association Policy on Consideration for Funding Requests prior to completing and submitting this application. **NOTE: All applications must include TWO (2) quotations from separate suppliers and the quotations must include ALL costs including Warranties, Shipping/Handling (FOB), GST, etc.**

Please answer the following questions related to your Funding Request:

Funding Requested By: _____ Date: _____

Project / Event / Request Title: _____

LCHS Staff Member Responsible for this event/project: _____

Briefly describe your project/event/ request for support (you may attach a letter if you wish):

Who does the event/project benefit? (Check all that apply) Staff Students Community

How many LCHS students will directly benefit from this request? _____

How many LCHS staff will directly benefit from this request? _____

What is the request time line? (i.e. Event date or date funding required by) _____

Is this a one time event/project? Yes No If No, how often will it reoccur? _____

Total amount of funding requested? _____

Who else are you seeking funding from? School Division City of Leduc
 Other, please describe: _____

Do you have corporate support/sponsorship? No Yes If yes, how much? _____

To Be Completed by LCHS Principal Prior to Submission to the LCHS Parent Association	To be Completed by LCHS Treasurer following consideration at an LCHS PA Meeting:
<p><input type="checkbox"/> I confirm that two (2) separate quotations are attached and the quotations include all relevant costs including: unit cost, quantity, installation, warranty, shipping/FOB, GST etc,</p> <p><input type="checkbox"/> I confirm that, in the event this request is funded in part through a matching grant, there is school budgetary allowance to cover the requested funds.</p> <p>Principal's Signature: _____ Date: _____</p>	<p><input type="checkbox"/> Request Denied</p> <p><input type="checkbox"/> Request Tabled To: _____ Pending additional information: _____</p> <p><input type="checkbox"/> Request Approved in the amount of \$ _____ Via: <input type="checkbox"/> Direct Funding <input type="checkbox"/> Matching Grant From Acct: <input type="checkbox"/> General <input type="checkbox"/> Casino Date Of Motion: _____</p> <p>Treasurer's Signature: _____</p>

References

Consideration of Requests for Funding Policy (app. Jan 2016)

Leduc Composite High School Parent Association Policy Manual

Policy Name: Special Events Committees Terms of Reference

Policy Status: Approved

Effective Date: October 5, 2016

Policy Objective: To document the Terms of Reference for Special Events Committees

Membership and Appointment:

Each Committee must have a mandate that specifies the minimum and maximum number of members including an Executive Member and staff required.

Members will be selected by the membership at large either at the Annual General Meeting or a subsequent regular meeting.

Term of membership will be for a maximum of one year (Sept 1 – Aug 31).

There is no term limit to these Committees.

Chairing:

The Committee Chairs will be selected by the members of each Committee.

Frequency of Meetings:

As determined by the committee members

Quorum:

50% plus one (1) of the minimum Committee membership

Record of Meetings:

Formal minutes are required. Decisions with financial or legal liability implications for the LCHSPA/SC require formal motions, with second, and a majority vote to carry the motion(s).

Reporting Mechanism:

The Chair of the Committee will provide a written report at regular Association meetings following any meeting of the policy committee.

Function:

The function of Special Event Committees is to research, plan, organize, promote and execute special events at the request and direction of the Association membership. Such direction must be provided through a formal motion at a duly constituted Association meeting.

Delegate Authority:

The Special Events Committees have limited expenditure authority as determined and assigned through a formal motion at a duly constituted Association meeting.

Financial accounting for special events will be maintained by the Association Treasurer(s), or delegates, with documentation of all deposits and expenditures required for all transactions as per Association Bylaws, policies and/or best practice.

Each special event committee must submit proposed event plans and budgets for approval by the Association at duly constituted Association meetings.

Each Special Event Committee will maintain a General Ledger as directed by the

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Association to track financial transactions. Periodic Financial Reports will be provided at duly constituted Association meetings during the period leading up to an event. A consolidated Financial Report will be submitted to the Association within 60 days of the conclusion of a special event.

Formal financial accounting for special events will be tracked under a sub-account of the General Account for each event or, at the discretion of the Association Executive, under a separate account held in the name of the Association and subject to the Bylaws, policies and/or best practices of the Association.

All fund raising plans, event budgets, contracts for products or services, and financial expenditures are subject to approval of the Association Executive and/or membership as per the Bylaws, policies and/or best practices of the Association.

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Title:	Mandate Letter – AFTERgrad Planning Committee		
Policy Reference:	Special Events Committees Terms of Reference		
Status:	Approved	Effective Date:	December 7, 2016
Membership:	The Committee will consist of a minimum of six (6) Parent Association/School Council members, students, and or community members of whom at least one (1) shall be LCHSPA/SC Executive. Members will be selected by the membership at large either at the Annual General Meeting or a subsequent regular meeting. Term of membership will be for a maximum of one year (Sept 1 – Aug 31). There is no term limit.		
Quorum:	50% plus one (1) of the minimum Committee membership		
Function:	The function of the Committee is to research, plan, organize, promote and execute the annual alcohol and substance free AFTERgrad celebration at the request and direction of the Association membership. Such direction from the Association will be provided through a formal motion at a duly constituted Association meeting.		
Authority:	The committee must submit proposed event plans and budgets for approval by the Association at duly constituted Association meetings. All fundraising plans, event budgets, contracts for products or services, and financial expenditures are subject to prior approval of the Association Executive and/or membership as per the Bylaws, policies and/or best practices of the Association.		
Finance:	Financial accounting for the Committee will be maintained by the Association Treasurer(s), or delegates, with documentation of all deposits and expenditures required for all transactions as per Association Bylaws, policies and/or best practice. The Committee will maintain a General Ledger as directed by the Association to record all financial transactions. Formal financial accounting for special events will be tracked by the Association Treasurer(s) under a separate account held in the name of the Association and subject to the Bylaws, policies and/or best practices of the Association. The Committee will begin the planning cycle with monies carried forward from the prior event year. At the end of each fiscal year there must be no less than \$3,000 in the bank account available to be carried forward for the next AFTERgrad event. If there is more than \$3,000 carried forward in any year, the amount in excess of \$3,000 may be used by the next year’s Committee as operating funds.		
Reporting:	The Chair of the Committee, or delegate, will provide a written report at regular Association meetings following any meeting of the Committee. A summary of financial activity will be included in each report to the Association. A consolidated Financial Report will be submitted to the Association by July 31 following the AFTERgrad event.		
Record of Meetings:	Formal minutes are required. Decisions with financial or legal liability implications for the LCHSPA/SC require formal motions, with second, and a majority vote to carry the motion(s).		

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Title:	Mandate Letter – Grad Banquet Planning Committee		
Policy Reference:	Special Events Committees Terms of Reference		
Status:	Approved	Effective Date:	December 7, 2016
Objective:	To document the Operational Mandate of the Grad Banquet Planning Committee		

Membership: The Committee will consist of a minimum of six (6) Parent Association/School Council members, students, and or community members of whom at least one (1) shall be LCHSPA/SC Executive. Members will be selected by the membership at large either at the Annual General Meeting or a subsequent regular meeting. Term of membership will be for a maximum of one year (Sept 1 – Aug 31). There is no term limit.

Quorum: 50% plus one (1) of the minimum Committee membership

Function: **The function of the Committee is to research, plan, organize, promote and execute a graduation celebration** at the request and direction of the Association membership. Such direction from the Association will be provided through a formal motion at a duly constituted Association meeting.

Authority: **The committee must submit proposed event plans and budgets for approval by the Association** at duly constituted Association meetings. All fundraising plans, event budgets, contracts for products or services, and financial expenditures are subject to **prior** approval of the Association Executive and/or membership as per the Bylaws, policies and/or best practices of the Association.

Finance: **Financial accounting for the Committee will be maintained by the Association** Treasurer(s), or delegates, with documentation of all deposits and expenditures required for all transactions as per Association Bylaws, policies and/or best practice.

The Committee will maintain a General Ledger as directed by the Association to record all financial transactions. Formal financial accounting for special events will be tracked by the Association Treasurer(s) under a separate account held in the name of the Association and subject to the Bylaws, policies and/or best practices of the Association.

The Committee will begin the planning cycle with monies carried forward from the prior event year. **At the end of each fiscal year there must be no less than \$3,000 in the bank account available to be carried forward for the next grad celebration event.** If there is more than \$3,000 carried forward in any year, the amount in excess of \$3,000 may be used by the next year’s Committee as operating funds.

Reporting: **The Chair of the Committee, or delegate, will provide a written report at regular Association meetings following any meeting of the Committee.** A summary of financial activity will be included in each report to the Association.

A consolidated Financial Report will be submitted to the Association by July 31 following the event.

Record of Meetings: **Formal minutes are required.** Decisions with financial or legal liability implications for the LCHSPA/SC require formal motions, with second, and a majority vote to carry the motion(s).

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Title:	Mandate Letter – Show and Shine Planning Committee		
Policy Reference:	Special Events Committees Terms of Reference		
Status:	Approved	Effective Date:	December 7, 2016
Objective:	To document the Operational Mandate of the Show and Shine Planning Committee		
Membership:	<p>The Committee will consist of a minimum of three (3) Parent Association/School Council members, students, and or community members of whom at least one (1) shall be LCHSPA/SC Executive.</p> <p>Members will be selected by the membership at large either at the Annual General Meeting or a subsequent regular meeting.</p> <p>Term of membership will be for a maximum of one year (January 1 to Dec 31). There is no term limit.</p>		
Quorum:	50% plus one (1) of the minimum Committee membership		
Function:	The function of the Committee is to research, plan, organize, promote and execute the Show and Shine event at the request and direction of the Association membership. Such direction from the Association will be provided through a formal motion at a duly constituted Association meeting.		
Authority:	The committee must submit proposed event plans and budgets for approval by the Association at duly constituted Association meetings. All fundraising plans, event budgets, contracts for products or services, and financial expenditures are subject to prior approval of the Association Executive and/or membership as per the Bylaws, policies and/or best practices of the Association.		
Finance:	<p>Financial accounting for the Committee will be maintained by the Association Treasurer(s), or delegates, with documentation of all deposits and expenditures required for all transactions as per Association Bylaws, policies and/or best practice.</p> <p>The Committee will maintain a General Ledger as directed by the Association to record all financial transactions. Formal financial accounting for special events will be tracked by the Association Treasurer(s) under a sub account of the Association’s General Account Association and subject to the Bylaws, policies and/or best practices of the Association.</p>		
Reporting:	<p>The Chair of the Committee, or delegate, will provide a written report at regular Association meetings following any meeting of the Committee. A summary of financial activity will be included in each report to the Association.</p> <p>A consolidated Financial Report will be submitted to the Association within 60 days of the event.</p>		
Record of Meetings:	Formal minutes are required. Decisions with financial or legal liability implications for the LCHSPA/SC require formal motions, with second, and a majority vote to carry the motion(s).		