

Sturgeon Heights School Parent Fundraising Association
Roles and Responsibilities Handbook

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PFA Roles and Responsibilities

In an effort to enrich and support our children's educational experience, the Sturgeon Heights Parent Fundraising Association (PFA) runs various fundraisers throughout the year. The funds raised by the PFA provide for many important initiatives at Sturgeon Heights School (SHS) that the school might not otherwise be able to run. The PFA has successfully operated with all members contributing to and actively supporting one another in their designated role. The effectiveness of the PFA is directly proportionate to the involvement of every parent. The PFA is a team! The close working relationship the SHS administration and staff has with the PFA is a unique strength that unites students, parents, and the school in a bond that enhances all three.

This handbook is intended to be of some assistance to any new board member(s) as they are elected. It is the PFA's intention to facilitate the transition into new roles with as little disruption to the current operations of the association.

Every parent is automatically a member of the Parent Fundraising Association. The PFA invites parents to become involved in an open and connected community that embodies the school philosophy. All parents are encouraged to choose ways to participate that correspond to their interests and availability, and are in concert with the needs and goals of the School.

Along with fundraising, the PFA has many functions including

- Advocacy
- Parent communication
- Social and extracurricular events and
- Supporting the school through various volunteer opportunities.

PFA Board

Parent Volunteer

- Be an active participant in your child's educational experience.

Chairperson

- Chair and facilitate all PFA meetings.
- Manage overall objectives and strategies of PFA.
- Prepare agenda and facilitate PFA meetings.
- Create a school Calendar/spending/fundraising time line and budget with Principal and PFA board members.

- Determines and implements the fundraising goals, events, and activities for the school year with input from the PFA board and attendees.
- Attend (or designate someone to attend) relevant community/school information session(s) or events relevant to PFA initiatives.
- Act as liaison between parents and principal/staff.
- Research new options for fundraising and ensure that any fundraising activities take into account the PFA's current goals and objectives.
- Provide transparency to the parent community the reasons behind any fundraising event, i.e., what programs it will support or what curriculum and educational enhancements PFA will purchase.

Vice Chairperson

- Acts as an aide to the Chairperson
- Performs the duties of the Chairperson in the absence of the Chairperson.
- Chair and facilitate PFA meetings in the event of the Chairpersons absence.

Secretary

- Take minutes of all PFA meetings.
- Types the minutes shortly after the meeting.
- E-mails the finished minutes to the Chairperson, Vice Chairperson, Treasurer, Website coordinator and Principal for review and approval. Makes necessary changes, and then submit minutes for inclusion on the PFA website and on bulletin board.
- Make sure there are copies of the minutes made and brought to the next PFA meeting so they can be approved by the membership.

Treasurer

- Deposits and accounts for the PFA revenue (ongoing weekly duties throughout the year).
- Keeps an accurate record of receipts and expenditures.
- Disperses funds as needed and pays invoices.
- Works with the Chairperson to create an annual budget for the PFA (regarding PFA fundraising goals etc..). Ongoing financial ledger.
- Presents the Financial statement from the previous year at the AGM, and provides updated monthly financial statements to the Chairperson throughout the year as needed.
- Retrieves bank statements on line and monitors/updates balance sheets.
- Has signing authority
- Compile spread sheet to include all fundraising initiatives (i.e. hot lunches, snack shop, movie night, track meet concession, spring baskets, bottle drive, QSP profit, SUTP's profit, Boston pizza receipts, etc..)
- Orders cheques as needed

Scheduler

- Responsible for scheduling the snack shop volunteers
- Create account through Sign up genius website. Use this website to create the snack shop volunteering calendar for parent volunteer sign up (preferably two months at a time). Include the different snack shop time commitments and guidelines regarding volunteering. Invite all parents from the Snack Shop Volunteer list to the 'Sign up Genius Snack shop Calendar'.
- Send an additional email reminder to all signed up volunteers weekly (Ideally the Sunday before the week).
- Send an email reminder to volunteers of Hot Dog Days to pick up buns at Grandin Bakery on Friday am.
- Send out schedule for the following month two weeks in advance, once filled send out to everyone a copy of the calendar and post on bulletin board in lobby.
- Take a calendar sign up sheet to PFA meetings. This will help fill up shifts, as many parents will sign up during the meetings.
- In the event there are spots still vacant, re-mail invites and reminders to the group to fill spots (Do this well in advance).
- In the event there are not enough volunteers for Hot Dog day, the snack shop day can become a regular day requiring only one volunteer. If this is to occur, and email is to be sent to June (2 days in advance) in order for parents to be informed of canceled hotdog day.
- In the event there is not a time commitment for popcorn day, a regular snack shop day can run in lieu. Again 2 school days in advance notification to June is necessary, in order for parents to be aware of no popcorn cancellation.
- Email end of month the calendar to Chairperson

Shopper

- To purchase and maintain a consistent inventory of items for sale in the snack shop as well as keeping it stocked with non-food items such as soap and cleaners.
- Order milk for pick up or delivery every one to two weeks.
- Ordering hot dogs for weekly hot dog days and ordering buns for hot dog days.
- The individual taking on this task should be prepared to shop roughly every two weeks depending on how inventory is moving. In many cases, weekly shopping may have to be done.
- It is the Shoppers responsibility to do the shopping for other events supported by the PFA such as Track Meet and Movie/Bingo night etc. However, it is encouraged that another parent volunteer or two take on the shopping for events in order to lighten the load off the shopper.
- Ideally, this role should be supported by two people.

- The majority of the items are purchased from; The Grocery People, Superstore, Safeway, Wal-Mart, and Costco.
- Items purchased are paid for at the time of purchase and then receipts are submitted for expenses to be reimbursed by the treasurer.

Snack Shop Volunteers

- **All parents are welcome to volunteer in the snack shop and support any snack shop related fundraisers. You do NOT have to have an active PFA board member role to help us in the snack shop. Training is provided and snack job duties are extremely simple to follow. Without parent volunteers, the snack shop fundraiser would not be in existence. The daily snack shop is the largest revenue for PFA projects to help enrich the school and address its needs. Even volunteering just a few times a year is extremely beneficial. Time commitment is from 11:15-1:00 pm for regular snack shop days and 9:30 – 1:00 pm pn special snack shop days (hot dog/hamburger/pizza days etc)**

Hot Lunch Coordinator

- Creating Hot Lunch notice
- Choose vendor and get the menu offered for their hot lunch program
- Get Hot Lunch date approved by the Principal and Mrs. Bailey
- Email original Hot Lunch Notice to the Principal and CC Mrs. Bailey
- Pull Class Sheets from Secretary's file cabinet and attach class lists w/hot lunch items onto the provided hot lunch plastic envelopes
- Photo copy by class numbers, (ie: if 20 students you will only need to use 10 pieces of paper), 2 notice's on one sheet and then cut in half
- Place Hot Lunch envelopes in teachers mail slots for Wednesday/Thursday afternoons to go out in that week's Friday envelope
- Include SHS office Staff and SIGIS childcare
- NOTE: Vendor usually needs all numbers in 1 week prior to lunch date ie: ask for orders to be back at school on a Wed/Thurs, count funds and input orders, contact vendor with a tentative number Friday afternoon, then official number on the Monday if any late order forms came in
- IMPORTANT: Always order a few extra meals in case there is a mix up. If not needed, they can be sold in Snack Shop
- Note on order your requirements, napkins, cutlery, sauce or juice boxes etc, depending on meal ordered
- After the order has been placed with vendor, get total amount and then ask for a cheque from the treasurer to give to the vendor on day of delivery or pick up.
- Make sure to ask if they take cheque's and if they deliver?

Fundraising Coordinator

- Contacting Suppliers about order details
- Sending out information/order forms to families
- Getting details to June in time for mail outs and newsletters
- Collecting and processing orders
- Coordinating orders for delivery or pickup.
- Fundraising examples include ; SUTP books, Purdys Chocolate (Christmas/Easter), Spring Baskets (from local greenhouses), Boston Pizza Receipts Program etc..

Website Coordinator

- Maintain and update PFA website including PFA calendar.
- Collect electronic copies of all PFA distributions
- Post agendas, minutes, financials as available.
- Update fundraisers and upcoming events.
- <http://shspfa.weebly.com>
- Note: this can be time consuming. Members need to be reminded to contact the website coordinator regarding all events related to PFA

Getting Involved

PFA has positions opening every year and are always in need of volunteers to work together organizing events. The Board is elected each September at the Annual General Meeting. The Board consists of the Executive committee (Chairperson, Vice Chairperson, Treasurer, Secretary, Scheduler, Shopper, Hot Lunch Coordinator, Fundraising Coordinator, and website coordinator - all elected positions) and Vice principle, Principle, Sturgeon school division trustee, teacher representative(s) and parents. Monthly meetings are typically held the third Monday of the month. The Board is always looking for parents to fill and/or help/assist with these positions and it is a great way to become more involved and learn more about your child's educational experience.

Volunteering is also a lot of fun; as you get to know more parents, can celebrate our children's successes and support each other when our children struggle with their challenges. Without volunteers stepping up into these roles, we would not be able to support the fundraising efforts that bring in funds to allow for the "extras" this school currently provides.

If you have a unique talent, idea or skill that you think might be beneficial to the PFA, School Council or the school in general, please do not hesitate to contact us to discuss.

Ensure you are following the Sturgeon Heights School Facebook page to watch for volunteer opportunities and needs. Please take a second right now and go like <https://www.facebook.com/sturgeonheights> and make sure you check the PFA website for Agenda outlines, meeting minutes and upcoming events at <http://shpfa.weebly.com/>