



Attendees: Selina C. (Chair), Vivian (Treasurer), Gail (Gr 7 Lead),
Shirley S. (Fundraising-Playground), Erin S. (Secretary)

Documents (hard copy) prepared for discussions:

- Fundraising Plan for Henry Anderson Elementary PAC-Playground Upgrades

1. Grade 7 Fundraising

- a. Planning for 4-5 fundraisers over the year.
- b. Tentative calendar:
 - i. October: Krispy Kreme
 - ii. November: Craft Fair
 - iii. February: Valentine candygrams
 - iv. Spring: Donut truck
 - v. Addition Krispy Kreme Day as needed.

2. Playground Fundraising (refer to document)

- a. Provincial Grant Application Planning
 - i. Anderson needs to be nominated by the School Board; done on an as-needed basis and successful nomination depends on who Anderson is running against – cannot rely on this, so best to raise funds paralleling application.
 - ii. Engagement activities: Purpose to raise moral and gather community input for documentation and incorporation into application (part of Strathcona's strategy model that earned them their grant).
 - iii. Principal needs to be involved in pitch to School Board.
 - iv. **ACTION:** Shirley to clarify grant process; need to align early for Board decision in June.
- b. Fundraising Strategy
 - i. Best to go after big money such as the Provincial grant and corporate sponsorships considering a minimum of \$200k is needed for a new playground and to reduce donor fatigue.
 - ii. Aiming for \$25k/year through PAC with the rest through grant/cold-calling corporations.
 - iii. If grant is approved, any excess funds raised through parallel fundraising can go back to PAC.
- c. Craft Fair: Table to engage community/families; hot chocolate station; blind book auction; poinsettia sales; donation box; profits to go to Playground bank account.
- d. Spring Fair: Collect items/gift cards/swag for raffle/auction.
- e. Mother's Day Flowers sales: Approach Jo (floral shop owner; past Anderson parent) for pricing/support.
- f. Grade 7 Graduation – Rose Sales
 - i. Stand for selling roses at graduation ceremony for students/teachers.
 - ii. Too late to fund Grade 7's for the year at point of sale; profit to playground fundraising.
 - iii. Approach Jo (floral shop owner; past Anderson parent) for pricing/support.
- g. Additional possibilities: GoFundMe; produce, meat, frozen food sales for fundraising.
- h. Parent volunteers needed for grant and fundraising support/lead.
 - i. Selina will help with graphics.

3. PAC Fundraising

- a. Logo Sales: Possibly first day of school.
 - i. **POST MEETING UPDATE:** Completed by Iris.
- b. Hot Lunch
 - i. MunchaLunch generally covers the smaller and regular PAC contributions to the school such as field trips, classroom supplies, etc., but not large/irregular items such as sound system.
 - ii. Missing 2 lunch dates this year; need to ask Admin for more dates.
 - iii. Iris and Megan helping Suellen with Hot Lunch with Veronica being gone. Iris/Megan will upload menus to MunchaLunch.
 - iv. Only allows one event at a time, cannot close mid-way.
 - v. **ACTION:** Vivian to clarify with Admin how long money is held in school account and if they'll cut a cheque to PAC for funds raised.
- c. Craft Fair and Class Participation
 - i. First fair last year where a couple classes participated in sales to raise money for charity.
 - ii. Discussion on transparency/accountability of funds/donations; whether PAC would provide/lend seed money for classes to support entrepreneurial project at craft fair; number of classes wanting to participate.
 - iii. PAC involvement should likely end at providing a few tables; best to include Principal in discussion for teacher coordination.

4. Fundraising Protocols – handling funds

- a. Some information still outstanding from 2024-2025 school year to reconcile revenue/expenses.
- b. Organized and complete filing of information important to support any audits.
- c. Consider reviewing protocols prior to each fundraiser as reminder. For example:
 - i. Advise Treasurer ahead of fundraiser to review accepted payment/donation methods.
 - ii. Ensure adequate number of PAC members when handling cash.
 - i. Cash never left unattended.
 - ii. Minimum 2 PAC members witnessing/cross-counting cash.
 - iii. Keep track of inventory sales for reconciling revenue.
 - iv. No need to track general donation boxes as no tax receipts provided.
- d. Balance money management practices with fundraising initiatives – e.g. stationery sales raised significant funds for the school, but management challenges included: sale rushes, price bundling (which encourages sales), large variety in inventory.

5. PAC Welcome Table – September 2nd, 2025

- a. \$200 approved in June 2025 to support Welcome Table.
- b. Cookies and tea for parent email sign-up.
- c. iPad Google form for parent sign-up.
- d. **ACTION:** Gail to check school for sugar and cups the week of August 25th.
 - i. **POST MEETING UPDATE:** Completed.
- e. **ACTION:** CC to check with McDonald's for outstanding coffee credit.
 - i. **POST MEETING UPDATE:** Completed. Coffee obtained for PAC welcome table Sept. 2nd.

6. Adjournment

- a. Next meeting: Thursday, September 25, 2025 – 6:30pm