



## **Fundraising Constitution**

### **Fundraising Responsibility**

The responsibility of fundraising falls directly with the Fundraising Coordinator; a member of the Cantatrice Ensemble Executive, and the fundraising committee; which will be a group of parent volunteers. The primary responsibility for the committee is to provide an ability to raise funds for the Cantatrice Ensemble Girls' Honour Choir to aid in financing any annual trip that maybe decided upon by the Choir Director and its executive. The Fundraising Coordinator will take responsibility for distribution of all fund-raising emails due to the high volume and frequency. These fundraising efforts shall include but not be limited to solicitation of support from the various communities in which the girls reside through donation requests, raffles and fundraising events.

### **Fundraising Overview**

It is expected that the Fundraising Coordinator shall address the parents at the first meeting and give an overview of what to expect in the upcoming year with regards to fundraising events, how they are coordinated and funds allotted. At this meeting the first requirement will be for the Fundraising Chairperson to seek a volunteer committee to assist with the events throughout the year.

1. It is expected that the Fundraising Coordinator will oversee and assist in the coordination of all fundraising events. In order for this responsibility take action it will be expected that prior to the engagement of any fundraising activity; suggestions will be discussed with the Executive to seek a consensus for the events then forwarded in writing (email) to the choir director, to establish approval from the HRSB.
2. While the Fundraising Coordinator is the liaison of all fundraising events, it is imperative that all fundraising events and disbursement of funds follow the guidelines of the Nova Scotia Alcohol and Gaming Authority regulations and the guidelines set out by the Halifax Regional School Board. If at any time there is a discrepancy between Fundraising Coordinator/Committee and Choir Executive about any fundraising issues, the Executive President in conjunction with the Choir Director will make the final decision, with expectation that the Fundraising committee shall follow the final recommendations.

### **Types of fundraising**

3. Prior to any fundraising event if there is a requirement for any overhead expenses such as building rentals, prizes, thank you gifts, snacks, or such for any fundraising events the Executive must decide where the money will be allocated from; either the profit of the fundraiser itself or the general funds. Once a decision is made it is a recommendation that a notation be entered into the minutes for future reference.
4. (a) There will be an opportunity for all choir members to participant in 2 types of fundraising that will not be deemed mandatory but voluntary based on their own willingness to participate. Any public venues must be booked by the Fundraising Coordinator or any member of the Fundraising Committee as previously agreed upon to book an event. The Fundraising Coordinator is expected to have a running

tracker of all organizations being solicited in order to avoid duplication and confusion within the communities which we solicit.

- i. **Group fundraisers;** defined as fundraising opportunities which are open to all members of the choir however funds raised during this group event shall be distributed amongst the girls who *participate*; defined as: mall sales, grocery bagging, event fundraisers, bottle drives, etc... This will not necessarily be defined as the entire choir. Also some group events can have individual components, but they must be pre defined for all expectations to be clear. Please note *participation* can be defined as; taking part in the event, volunteering at the event or contributing to the event.
- ii. **Individual fundraiser;** defined as fundraising for their own personal gain for their choir fundraising account as opposed to a group event. It is expected that the Fundraising Coordinator set the expectations that when the girls do individual fundraising as part of a choir endorsed fundraiser they are clear about their intentions; they are raising money for their own individual credit to their fundraising account. Individual fundraising can be defined as; selling tickets door to door, taking orders for shipped items to be distributed upon arrival,etc...

(b) In order to set up any public event the Fundraising Coordinator and/or the committee, will be responsible for obtaining the proper insurances and licenses required for the scheduled event at the specified venue. It is expected that a separate insurance application is made for each venue that is being booked. The same above mentioned documents will be required to be present at the specific venue during the activity.

(c) It is the expectation that the Fundraising Coordinator and the committee apply for and receive a lottery license for EACH ticket sale fundraiser and EACH 50/50 draw that occurs; i.e. dessert night, spring concert, fundraising event etc... It is expected that dates, venues and amounts are specific on the license; lottery license # must be printed on any ticket used. (In the event the choir continues to partner with the selling of LOS PRIMOS tickets, they will have their own license but we MUST obtain a copy for our own records.)

5. An alternate option for raising funds will be through **Corporate Donations**. These are monies, which can be solicited from local businesses via the means of a formal letter, (See Annex A). This shall be managed exclusively by the Fundraising Coordinator and the Committee. It is the responsibility of the Fundraising Coordinator to distribute the letter which is pre-approved and signed by Choir Director. It is expected that it should include any past accolades that the girls have received, plus reflect any pertinent information about the need for the funds being requested. i.e. upcoming trip/ travel needs. Corporate donations solicited specifically for an event should be credited equally to all participants' fundraising accounts. Corporate donations made to the choir overall must go to general funds for the choir. An example of this could be advertising for specific choir events such as the Spring Concert.

### **Money Distribution**

6. The funds will be accounted for in 2 ledgers: **THE FUNDRAISING ACCOUNT** (annual trip fund) and **THE GENERAL CHOIR FUND** (used for the overall running of the choir)

- i. **Fundraising Accounts;** this will be tracked through a ledger which will hold each individual choir members fundraising totals per each fundraiser participated in
- ii. **General Funds;** these fundraisers will be communicated as such and all monies raised will be used for the purpose of general choir purchases, for things that are not generally covered by registration fees.

7. **SHARES;** defined as funds raised during group sales should be done on a "share" basis. Each shift you participate in, will give you 1 share of the dividends. If a parent of the participating child also chaperones, this will entitle the member to one extra "share". Once the fundraiser is complete the total value of the "shares" will be calculated based on the total money raised, the number of girls and the number of shifts worked. Please note that there will be individual fundraisers within the group

fundraisers. If a member sells tickets at home, then those monies will be allocated directly to their individual choir fundraising account.

8. It is expected that at the end of each event the Fundraising Coordinator or designate will be responsible for collecting, counting and recording the funds. A deposit will be prepared and delivered to the treasurer for verification and placement into the Choir account.

### **Final Notations**

9. Any trip that has been agreed upon/signed up for between the choir member and the Choir Director who has made a non-refundable deposit will not have their payment refunded should they choose to withdrawal from the trip. The Choir Director may take the liberty to reverse this decision should the choir afford the opportunity for the funds to be returned through fundraising, but this decision will be made by the Choir Director through discussion with the President, Treasurer and Fundraising Coordinator. In the event of a disagreement, the Choir Director's decision will take precedence.

10. All fundraising money will only be used for the purpose of a choir event/trip. Under no circumstances will fundraised money be reimbursed.

11. For any fundraisers which involve a performance, the tickets sold by the choir members prior to the event will have the money allocated to their individual fundraising accounts. Any money raised during the event will be allocated to the general choir fund.

12. In the event that there may be a fund discrepancy, it will be reviewed by the Executive Treasurer and reported to the Executive President and Choir Director. A final decision will be made and a formal reconciliation made.

13. At any time availability will be made to any member's parent to have disclosure on their daughter's account and a statement provided, should it be requested from the Executive Treasurer.