

SSFS PROCEDURES MANUAL

The SSFS Procedures Manual is in support to the Samuel W. Shaw Fundraising Society Middle School Bylaws. This manual will govern the actions and responsibilities of all SSFS members, in addition to the duties as outlined in the Samuel W. Shaw Fundraising Society Middle School Bylaws.

SSFS as referred to in this is the Samuel W. Shaw Fundraising Society.

1. General Practices duties include but are not limited to:

- 1.1. Two people together must count and verify all money received in a timely manner. It is recommended at least one member of SSFS and at least one parent of Samuel W. Shaw School should undertake this responsibility.
 - a.) Each person will do an individual count, both counts must match each other.
 - b.) Each person must run a tape total. Both tape totals will be attached to the deposit slip.
- 1.2. All cheques must be bank stamped on the back.
- 1.3. All fundraising proceeds, which may consist of cash and/or cheques, shall be kept in the safe at the school. It shall not leave the school until deposited.
- 1.4. A Fundraising Submission Form must be completed and signed by the counters. The Treasurer shall be notified when the fundraising money is ready for deposit.
 - a.) Any cheques not accepted by the bank, for any reason, will be returned to the person who wrote the cheque for correction or replacement, by the committee chair person.
- 1.5. SSFS will retain a minimum of two thousand dollars of funds raised at the end of each school year for the following year's operating budget.
 - a.) It may be deemed necessary to carry more than twenty percent forward by a majority vote of the board to a maximum of 30 percent.
- 1.6. In May of each school year the Administration will present an Operating Budget Wish List to the SSFS for approval. In cases where expenditures exceed five percent of the budgeted amount it must be presented and voted on by SSFS.
- 1.7. In May of each school year when a gaming event is taking place the Administration will present an Operating Budget Wish List to the SSFS for approval. In cases where expenditures exceed five percent of the budgeted amount it must be presented and voted on by SSFS.
- 1.8. There will be two signatures on cheques issued from the SSFS bank accounts.

- a.) The signing authorities will include the SSFS President, the SSFS Treasurer, and may include one SSFS Director and the SWSSC Chair Person.

2. Treasurer duties include but are not limited to:

- 2.1. The Treasurer will act as the contact person to the bank, including but not limited to setting up bank accounts and arranging signing authorities as approved at the SSFS Annual General Meeting.
- 2.2. The Treasurer must complete the deposit with the completed Deposit Slip as provided by the Fundraiser's Committee. The deposit must then be taken to the bank in a timely manner. The Event Coordinator and the Fundraising President must be notified of any discrepancies.
- 2.3. The Treasurer will provide financial reports to the SSFS members at each meeting for approval. The reports must consist to a minimum of:
 - a.) a Statement of Income.
 - b.) a Statement of Expenses.
 - c.) a monthly transaction report.
- 2.4. The Treasurer should independently verify the count immediately following the initial count that has been verified with two signatures. The two verifiers must be present when the Treasurer confirms the total so that any discrepancies can be addressed immediately.
- 2.5. Maintain a Treasurer's Information Binder.
 - a.) Current SSFS Bylaws.
 - b.) Current Executive Listing.
 - c.) Current SSFS Procedures Manual.
 - d.) Current approved budget.
 - e.) Correspondence.
 - f.) Banking information.
 - g.) Deposits.
 - i. Fundraising Deposit Sheet from fundraising committee must accompany all monies received by the Treasurer. Do not accept if not signed by a member of the committee and a SSFS director. Any discrepancies from Fundraising Deposit Sheet and monies received must be duly noted in the Treasurer's monthly report and the committee notified.
 - ii. Prepare Bank deposit.
 - iii. Bank deposit receipt to be stapled to the Fundraising Deposit Sheet.
 - iv. Bank Statements with reconciled report from Quickbooks.
 - v. Receipts, marked date paid and cheque number.

- 2.6. Treasurer will write off any outstanding NSF cheques prior to preparing the Annual Financial Statement. Special note should be included with the Statement.

3. Secretary duties include but are not limited to:

- 3.1. After elections take place update and distribute the SSFS Executive List.
a.) The Executive List will include all board members names, e-mail address and contact phone number.
- 3.2. File the Annual Return with the Alberta Registrar with all supporting documents, as requested by the Alberta Registrar.
- 3.3. The secretary maintains a list of changes to the bylaws. The society will update Bylaws as required. Changes to the Bylaws must be filed by the secretary through the Alberta Registrar via a Special Resolution. Once accepted by the Registrar the approved bylaws must be submitted to the Alberta Gaming and Liquor Commission.
- 3.4. Maintain a Secretary's Information binder, to include:
a.) SSFS Certificate of Incorporation.
b.) Current SSFS Bylaws (stamped).
c.) Current Executive Listing.
d.) Current SSFS Procedures Manual.
e.) Correspondence - Copy of all correspondence sent, including Bylaws change submission to Alberta Registrar, Executive change information to Alberta Registrar and AGLC, and submission of stamped Bylaws to AGLC.
f.) Meeting information
i. Agenda
ii. Minutes of meeting
iii. Supporting leadership reports
iv. Attendance sheet

4. President's duties include but are not limited to:

- 4.1. Update bylaws as needed based on the information collected by the secretary. President will present updated bylaws to the society at a regular meeting for approval.

5. Gaming Chair duties include but are not limited to:

- 5.1. Maintain a Gaming Information binder
a.) SSFS Certificate of Incorporation.
b.) Current SSFS Bylaws.
c.) Current Executive Listing.
d.) Current SSFS Procedures Manual.
e.) AGLC Correspondence – Keep a copy of all correspondence sent to AGLC.
f.) Casino Licensee Terms and Conditions of Operating Guidelines.
g.) Raffle Terms and Conditions – Total Ticket \$10,000 or Less – Guidelines
h.) AGLC forms for Casinos and Raffles.
i. Casino Licence Application.

- ii. Casino Volunteer Worker Application.
 - iii. Request to Use Gaming Proceeds to Pay Wages/Salaries.
 - iv. Request to Amend Use of Gaming Proceeds.
 - v. Eligibility for a gaming Raffle Licence (Total Ticket Value \$10,000 and Less Only).
 - vi. Raffle Licence Application – Total Ticket Value More than \$10,000.
 - i.) Gaming Bank Account reconciled monthly statements.
 - j.) SWSSC Gaming Wishlist tracking.
- 5.2. For any performance, presentation, Artist-in-residence as part of the Wishlist, a Request to Use Gaming Proceeds to Pay Wages/Salaries form must be submitted at least 6 weeks prior to the event date. Payment cannot be made until AGLC written approval has been received. Send a copy to the SSFS Treasurer.
- 5.3. If SSWS requests the purchase of an item not on the AGLC approved Wishlist submitted at the time of the licence application, a Request to Amend Use of Gaming Proceeds must be submitted to AGLC. The purchase cannot be made until AGLC written approval has been received. Send a copy to the SSFS Treasurer.
- 5.4. Provide a Gaming Chair Report for every SSFS meeting. Attendance at each SSFS meeting is important to ensure anything requiring AGLC approval is done in a timely manner.

Casino

- 5.5. Maintain a separate binder for each Casino.
- a.) All correspondence.
 - b.) Volunteer coordination information.
 - c.) SWSSC Wishlist.
 - d.) Casino Application and AGLC approval letter.
 - e.) AGLC audit information.
- 5.6. Complete the Casino Licence Application. An information package will be received some time during the previous quarter to the Casino date.
- 5.7. Volunteer Coordination.
- a.) Prepare an announcement for the school newsletter and student take home notice. Get approval from SSFS President and SWSSC Principal.
 - b.) Send all volunteers the Casino Volunteer Worker Application (CVWA). Request the form link be available on the SSFS webpage of the school's website.
 - c.) Coordinate all of the volunteers using a spreadsheet, filling in the priority positions first. Send each volunteer a confirmation information package including position, date, and time. If at all possible, have an assistant AGM for each time slot. This allows for flexibility for volunteers who aren't able to make it at the last minute.
 - d.) Submit CVWA to AGLC as required

- 5.8. Arrange the hiring of a Casino Cash Cage Advisor and Casino Count Room Advisor. Fees must be approved at a SSFS meeting. AGLC provides a list of Advisor.

Raffle

- 5.9. Maintain a separate Raffle binder.
- 5.10. Use the Raffle Terms and Conditions Guidelines to help collect all of the information necessary for holding a raffle at SWSSC.
- 5.11. Work with the raffle committee to help with the organization.
- 5.12. The "Required Information for Raffle Licences" form can be picked up at any licensing bureau. Complete the form and pick up the licence. Submit the licensing fee receipt to the SSFS Treasurer for reimbursement.
- 5.13. AGLC requires a summary of the raffle be submitted within their designated timeline. Keep a copy for the Gaming binder.

6. Directors duties include but are not limited to:

- 6.1. Assist and / or act as Committee Head for fundraising events.
- 6.2. Attend and participate in board meetings.
- 6.3. Participate in and vote on motions.
- 6.4. May act as auditors to the secretary and treasurer's books (Two Directors to be elected at the AGM).
- 6.5. May act as a signing authority.
- 6.6. Assume a "temporary posting" of another elected position, until such a time as the role can be re-elected per the by-laws.

7. Fundraising Committee Heads duties include but are not limited to:

- 7.1. The Committee Head is the main contact for the fundraising event and will be expected to field questions and concerns from the parents.
- 7.2. Creating and distributing fundraising information. i.e.: order forms and/or instructions.
 - a. If this is repeat fundraiser previous models may be available from the Fundraising Chair or the person that previously headed the committee.
 - b. ALL correspondence going home must be approved by the principal AND the Fundraising Chair.
- 7.3. Collecting order forms and money from the classrooms/office.
- 7.4. Verifying payments match order/collection forms.
 - a. Money IS NOT permitted off of the school premises.
 - b. Money is to be stored in the safe once it is verified.
- 7.5. Submitting orders to company (for applicable fundraisers)
- 7.6. Once all orders/collections are complete a deposit form must be completed
 - a. Deposit forms are found in the Fundraising Mail Slot in the main office, to be completed in full.
 - b. The deposit form must be completed by two people; the Committee Head and any 1 SSFS Board Member in the presence of the Treasurer who will confirm the deposit at this time.

- c. Fundraising committee head and the SSFS Board Member must sign off on the deposit form.
 - d. All cheques must be bank stamped by Treasurer.
 - e. Any cheques that are returned from the bank, for any reason will go back to the Committee Head for return to the person who issued the cheque for correction or replacement.
- 7.7. Receiving and distributing products to the students (for applicable fundraisers).
- 7.8. Working with the company to correct any order errors (for applicable fundraisers).
- 7.9. Notify the Fundraising Chair(s) if there are major issues or if you need assistance in dealing with any matters.
- 7.10. Refunds will be addressed with the Treasurer.
- 7.11. Complete event summary form for annual fundraisers only. Template available in fundraising mailbox.