



**RED DEER LAKE
SCHOOL COUNCIL
And
FOOTHILLS CULTURAL, RECREATIONAL &
ENRICHMENT CENTRE FOUNDATION**

POLICY & PROCEDURES MANUAL

A School Council is:

A collective association of Parents, Teachers, Principals, Staff and Community Representatives who work together to promote the well-being and effectiveness of all stakeholders in the school community and thereby enhance student learning. A school council is a means to facilitate collaboration among all education partners in the local school. (School Council Handbook)

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A. Red Deer Lake School Council Constitution

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E. School Council Handbook including School Act/Resource Manual-(hard copy included in master) refer to: www.learning.gov.ab.ca/educationsystem/schoolcouncils.asp

➤ Important Contacts

1. Vision & Mission Statement

Vision: "Continuing the tradition of Excellence"

Mission Statement: The Red Deer Lake School Council will support and enhance the tradition of excellence by working in partnership with administration, teachers, parents, students and the community.

2. Code of Ethics & Responsibilities for School Council Members

- A member shall be guided by the mission statement of his or her school district.
- A member shall endeavour to be familiar with school policies and operating practices and act in accordance with them.
- A member shall practise the highest standards of honesty, accuracy, integrity and truth.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall apply democratic principles.
- A member shall consider the best interests of all students.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall use the appropriate communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall accept accountability for decisions.
- A member shall declare any conflict of interest.
- A member shall accept no payment for school council activities.

3. Council Positions and Duties

The positions and descriptions of each member of the Red Deer Lake School Council are as follows:

President:

- Acts as spokesperson and generally supervises the council
- Responsible for planning the agendas, calling and chairing meetings of the executive and general council
- Communication with divisional office, school administration and parent body.
- Delegation of tasks needed to operate the council and obtains it's objectives D Serves as the Alberta School Councils' representative and attends area meetings.

1st Vice President

- Assist the President in day to day operation of the School Council
- Assume the role of the President in his/her absence
- Attend COSC or other related meetings as required
- In conjunction with the 2nd Vice President, communicate with all committee chairs
- Constitution - review council constitution annually in conjunction with the School Act & RDL Policy and Procedure Manual and make recommendations to council should amendments be required.

2nd Vice President:

- Assist the President in day to day operations of the council
- Ensure all council positions are filled in conjunction with the 1st Vice President, communicate with all committee chairs
- RDL School Council Policy & Procedure Manual - ensure all required updates are made on an ongoing basis and in conjunction with the 1st Vice-President, School Act, and School Council Resource Manual.

Treasurer:

- Maintain all financial records
- Manage banking, deposits, payment of bills, reimbursement of expenses, etc.
- Prepare financial statements monthly and for year end
- Coordinate year end audit as required for the Annual Society Return
- Present audited financial information at the Annual General Meeting

Secretary:

- Record accurate minutes of al School Council meetings and proceedings
- Have charge of all correspondence and official records of the School Council D. File Annual Returns with the assistance of the Treasurer
- Maintain accurate list of members and addresses of the School Council

Role of Directors:

- Attend all council meetings.
- Act as a liaison with the executive and the school population.
- Represent the school interests.

- Assist with special projects.
- Take a leadership and/or participatory and/or liaison role in one or more of the following committees: Spellathon, Casino, Healthy RDL (including emergency food box), External Communications, Internal Communications, School Directory, School Supplies, RDL Promotional/Clothing Items, Volunteer Recruitment, Lunch Programs, Classroom Reps and other Special Interest Committees Example: Gala Committee.

Director: Internal Communication

- School newsletter - reporting of council dates, events, issues regarding council, special interest or any other item related or required by council which requires to be communicated to the school community.
- Publish council names and phone numbers in the school newsletter
- Maintain School Council Bulletin Board
- Post required notices in the public areas around the school
- Order portable sign board when needed.

Director: External Communications

- Communicate information on RDL activities, sporting events, etc. to external media publications such as the Western Wheel.
- Liaison with teachers, committee members and School council for reporting of activities and events.

Director: RDL Directory

- Leader and co-ordinator of School Directory
- Send out consent form - see appendix
- Coordinate the directory for publishing with name, telephone number, e-mail address of RDL students and parents.
- Directory should include other information relevant to RDL School such as:
 - School phone, fax, e-mail
 - RDL council member and contact information
 - Foothills School Division contacts and information
 - School calendar and important dates

Director: RDL Clothing

- Coordinate RDL logo clothing orders

Director: Volunteer Coordinator

- Assist with the organization of volunteers with office administrative staff, council and committee leaders
- Maintain accurate information of contact information of volunteers
- Develop volunteer sign up sheets and communicate with Internal Media Director should a volunteers requirement need to be published in the RDL newsletter.

Director: Nominations and Elections

- Handles the nomination and election process for Council particularly for the AGM.
- All potential individuals will contact the Director.
- Answers any related queries
- Reviews Councils nomination and election process and makes required recommendations that need to be changed.

Director : School Spirit

- Committee leader of social, special interests, events for RDL Council
- Contact person should a group or individual outside of council wish to present a proposal for an event. Director will then present the proposal at the next scheduled council meeting.

Past President

- Advise the President and other executive members as required.

Principal's role - on School Council

- To promote a collaborative, collegial approach to decision making
- To establish a school council
- To be a member of school council
- To promote the activities and mandate of the council
- To assist the council in its operation
- To promote the collaborative model of decision making

The Teacher's role - on School Council

- To serve as a member of the school council to represent the teaching staff.
- To provide assistance and ideas for the teacher representatives on the school council.
- To support the actions and decisions of the school council.
- To ensure a teacher voice is expressed in all decisions which affect teaching and learning.
- To promote a collaborative, collegial model of decision making at the school for the school council.
- To encourage parents and the community to become involved in school activities.
- To communicate information back to fellow teachers.

The Community Member's role

- The community representative on the school council will play a strong role in bringing the community perspective into the school. He or she will assist the school in building partnerships with community members and help build lines of cooperation to enhance student learning.

4. Meetings

1) General Meetings:

There shall be a minimum of two **(2)** General Meetings a year, one of which shall be Annual General Meeting for the purpose of elections. All parents of students attending the school are eligible for election.

All parents of students attending the school are eligible to vote at the annual meeting.

The Annual General Meeting must be held in September. The Annual meeting will include on the agenda:

- Election of Representatives
- Financial Statements of the previous year
- Plans and budget for upcoming year

- Approval of allotments for the year

The **2nd General Meeting** will be held in January and will include on the agenda:

- Summary of Council's activities to date for the current year
- Financial activities for the year.

The Final General Meeting will be held prior to the end of the school year and will include:

- Summary of Council's activities to date for the current year
- Financial activities for the year.

Notices of the General Meetings shall be given at **least seven days** prior to the meeting. Notices shall be issued through the school newsletter, posted in common public areas in the school and the Western Wheel newspaper.

Key points must be prepared of the Annual General Meeting by the Secretary and these must be published in next school newsletter. The Secretary will make these minutes available to the School Community for review upon request.

2) Monthly School Council Meetings

School Council meetings are held the 2nd Tuesday of each month at 7:00pm.

A council meeting must be held prior to the Annual General Meeting in September. The council determines date, time and location of the monthly meetings.

3) FCR&ECF Meetings

The monthly meeting of members of FCR&ECF will be held the 2nd Tuesday of each month at 6:45pm

Separate minutes are to be kept for FCR&ECF.

The council determines date, time and location of the monthly meetings.

5. Agenda

The chair will plan and organize an agenda and distribute to members **7 days** prior to the meeting.

If council members wish to add an agenda item the chair must be advised prior to the meeting.

Old Business will include items of Action recorded in the minutes, on matters previously presented with the result or update.

Sample agenda in appendix.

6. Minutes

Minutes are to be prepared and maintained for all meetings by the Secretary. Separate minutes are to be prepared for the RDL School Council and the FCR&ECF meetings.

The minutes must include:

1. New minutes
2. any topics which remain open,
3. action coupled with the person responsible for the item,
4. a target date for completion.

Example: Mission Statement

**Action: Create a draft of a mission statement for approval at the next Home School meeting.
Committee - List committee members & lead person ex- Susan (lead) Jay, Hilary
Target Date - September 7, 2004**

These topics which are open and have a target date will be discussed under Old Business at the next School Council meeting.

Minutes are e-mailed to all School Council members.

7. Annual Allocations:

1) School

The yearly School Council allocations are to be reviewed at the first meeting of the School council. The allocations are presented at the first Annual General meeting for approval of the School Community.

Upon approval of the allocations they must be paid to the school within 15 days of the Annual General Meeting.

School Allocations are:

Item	Amount
Awards Night (Jr. High)	\$750.00
Sports Equipment	\$500.00
Library	\$1000.00
Classroom Allocation	\$3650.00 (\$150.00/teacher)
Year book	\$200.00
Band (Grade 6 - 9)	\$500.00
Music (K - 5)	\$500.00
Audio Visual	\$500.00
Jr. High Conference	\$500.00
Fine Arts	\$500.00
D.A.R.E.	\$500.00
Science Fair	\$500.00
Healthy RDL	\$400.00
Total	\$9,600.00

2) Healthy Red Deer Lake

An allocation of \$400.00 annually has been established for Healthy Red Deer Lake. This amount is recorded as a separate allocation on the balance sheet.

3) Playground

An allocation of \$1000.00 annually has been established for Playground upgrades and maintenance. The money is held in a separate bank account titled Playground.

8. Teacher Requests for Funding

Procedures for teacher to request individual funds from School Council are:

1. Teacher to complete "Teacher Request for Funds Form" and submitted to the Principal for approval.
2. Principal approved requests are then presented at the next RDL staff meeting.
3. The RDL Teacher council member or the Principal will present the request at the next scheduled council meeting. A copy of the Request must be given to the Secretary to include in the minutes of the meeting and Treasurer for the financial records.
4. The council will the vote on the Teacher request. The outcome will be recorded in the minutes.
5. However, if funding exceeds \$500.00, the amount must be approved at the next General Meeting.
6. The requesting teacher will be advised of the approval and an invoice must be submitted to the Treasurer for payment.

9. Fundraising

The fundraising arm of the Red Deer Lake School Council **is Foothills Cultural Recreational & Enrichment Center Foundation.**

Foothills Cultural Recreational & Enrichment Center Foundation is incorporated under the Alberta Societies Act.

The Board of Directors will/may be the same as the RDL School Council.

All fundraising activities must be approved by the RDL School Council at a RDL School Council meeting.

Separate committees can be established to handle specific fundraising events. A proposal must be made to the Director - School Spirit. The proposal will be presented at the next scheduled RDL School Council meeting.

The committee leader is responsible to report to a specific FCR&ECF board member/RDL School Council member designated by RDL council.

All funds raised by the FCR&ECF are to be held in a separate bank account. *The School Act sets out specific guidelines on the use of funds raised by organizations.*

All financial activities and reports of FCR&ECF are to be administered by the Treasurer of RDL School Council. The Treasurer will report the financial activities as part of the Treasurer report.

RDL School Fundraisers and Activities

- Spellathon - bi-annual - even years
- Clothing - RDL logo clothing
- Hot Lunch - Hot dog and Sub day - Fridays
- Casino - every 18 months
- Teacher Year End Appreciation lunch

10. Calendar of Events - Important Dates

All important dates, such as General Meetings, monthly council meetings, and annual events, are to be pre-set and established by RDL School Council at the May council monthly meeting in preparation for the following year.

These annual dates are to be published in the first Red Deer Lake School Newsletter of the school year and first newsletter of each month thereafter. A copy of the calendar of events will be included in the RDL School website.

Other dates established such as Awards nights, concerts, fundraisers etc will be updated on the next annual calendar published monthly.

Current Pre-Set Dates:

- School Council General Meetings
- Monthly School Council Meetings
- Teacher Appreciation Lunch

Important dates for School Council Agenda items:

- September - Review insurance requirements and allocations
- March - Review by laws and constitution
- April - Strategic Planning and budget - 3 year plan
- May - Review of calendar dates for next school year

11. Communications

1) Internal

The role of the Internal Media Director is the liaison with the school for submission of RDL School Council reporting for each Newsletter and for the RDL School website. Such reports are to include all upcoming events, with dates and times, and pertinent activities of the RDL School Council. Each newsletter will also include the names and contact numbers of all members of the RDL Council and their roles.

The above information and any other related information for the School Community will also be posted on the School Council Bulletin Board outside the office.

2) External

The role of the External Media Director is to communicate information on Red Deer Lake School activities to External media publications. Such events include sports activities of the school, etc. Currently these events are reported to the Western Wheel.

3) School Directory

The directory includes the student name, parent name, telephone number, and email address of parents of RDL students. This information is provided on the written consent only.

The directory will contain information relevant to Red Deer Lake School, such as:

- School Phone No.
- School Fax No.
- School email Address:
- Members of the RDL H&SA, and contact nos. and duties.
- Members of the Foothills School Division and Contact Numbers
- School Year Calendar
- Dates of Interest

12. Director's Insurance

Float caps will be established to reduce the exposure and requirements for this insurance. Money collected that is over the float cap will be sent to Foothills School Division.

13. Retirement/Teacher Gifts

The following guidelines have been established with respect for teachers who are retiring from service at Red Deer Lake School

Years of Service	Gift/Amount
Under 2 years	Card only
2 to 5 years	\$50 to \$100
5 to 10 years	\$100 TO \$150
10 to 20 years	\$200 to 250
20 years or more	RDL Jacket -approx.\$350 or gift approx. value

14. Financial Reporting

Financial year runs from September 1 to August 31st.

Complete financial reporting to be presented at each monthly council meeting and General Meetings.

Treasurer is responsible to coordinate the audit of financial statements at year end. The audited financial statements are presented at the Annual General Meeting for acceptance by a motion from the floor. The audited statements are to accompany the Annual Society Return.

All financial issues regarding fundraising activity must be relayed to the treasurer and complete accountability, through pertinent documentation, shall be provided to the treasurer.

The budget is to be prepared in conjunction with the Councils 3 year plan and strategic planning in April. The final draft will be reviewed by council at the last council meeting of the year.

This budget is to be presented at the Annual General Meeting for approval.

15. Planning Strategies

The council meeting in April will be allocated to develop the School Council 3 year plan. Prepare a 3 year budget in accordance with the plan.

Council will review bylaws, constitution and the Policy and Procedure Manual each March.

It is the responsibility of the 2nd Vice President to maintain update to the Policy and Procedure Manual.

APPENDIX "A" - RED DEER LAKE SCHOOL COUNCIL CONSTITUTION

RED DEER LAKE SCHOOL COUNCIL CONSTITUTION

ARTICLE I

1. The name of this association shall be Red Deer Lake School Council.

ARTICLE II- OBJECTIVES AND POUCY

1. This Council shall act as a liaison between parents and teachers, bringing into a closer relationship the home and school enabling the parents and teachers to co-operate intelligently in the training of the child.
2. This Council shall endeavor to provide services to the school as requested.
3. This Council shall be non-sectarian, non=partisan and non-commercial in all of its relationships. The name of any member in his or her official capacity shall not be used in connection with any political interest or with any commercial concern or its products or for any other than the regular work of the Council.
4. In the tradition of the Red Deer Lake School Council, the Principal (or Vice Principal), shall inform the remaining executive of matters of a general interest to a significant portion of the Council. These matters may be of an academic, social or financial nature but are not necessarily limited to these areas. Through discussion, the parent members of the executive may advise the Principal of their positions on such matter, always mindful that it is their obligation to reflect, to the best of their ability, the feelings of the majority of the Council, whom they represent. Further to tradition, the Council executive shall inform the Principal of matters of concern and interest to them, including new ideas for activities the Council wishes to undertake. Each party, parent, and staff, shall consult and discuss in the spirit of cooperation and mutual desire to maintain excellence for our students.
5. In case of an irreconcilable differences between the Principal and parent executive members, the dispute resolution clause of this constitution shall be adhered to.

ARTICLE III- MEMBERSHIP

1. Parents/guardians of children attending the School and Staff of the School shall be members of the Council, each member having the right to one vote at any general meeting; the right to bring matters of concern to the executive and/or to a general meeting; and each having the obligation to respect this constitution and the wishes of the majority of the Council.

OFFICERS ARTICLE IV — OFAND EXECUTIVE COMMITTEE

1. The Officers of the Council shall be: President, Vice President (1 or 2), Secretary and Treasurer. The President shall be responsible for calling and chairing meetings, both executive and general, and overseeing the day to day operations of the Council. The Vice

President(s) shall assist the President in these endeavors. The Secretary shall record and maintain minutes of all meetings. The Treasurer shall maintain the financial records of the Council, and report to the President as requested. All Officers shall provide their advice, and decisions shall be made by mutual agreement or majority vote.

2. In accordance with Section 7 (1) of the School Council Regulations, the executive committee shall consist of elected officers, together with the immediate Past-President, the Principal of the school (or the Vice-Principal in his absence), a teacher or teachers of the school, the Directors, and either a community member or a parent of a child enrolled in Early Childhood Services.
3. The executive committee may at their discretion add chair persons of standing committees to the executive committees.

ARTICLE V- TERM OF OFFICE

1. The President and all other officers of this Council shall be elected annually and shall hold office until their successors are installed
2. When a position has been held by one person for three consecutive years, that position will come up for re-election in the fourth year.
3. Should a vacancy occur in any office the executive committee shall have the power to appoint a member to fill the office for the unexpired term.

ARTICLE VI— COMMITTEES

1. Committees as required may be approved by the executive committee or by the members at any meeting.
2. The Chair-person of each committee shall be appointed by the executive committee.
3. The Chair-person shall appoint the members to serve on the committee.
4. Committees shall submit plans of work to the executive committee (written or verbal) for approval and before any work is undertaken.
5. The Chair-person of each committee shall submit verbal, or written if requested, report of the committee's work at the Annual Meeting.

ARTICLE VII-ELECTIONS

1. There shall be a nominating committee of three members appointed by the executive committee. This nominating committee shall prepare a list of those who have consented to let their names stand to be voted on at the Annual Meeting.
2. Only those who are members are eligible to stand for office or vote.

3. Elections shall be by show of hands or ballot. The election decision shall be by simple majority.

ARTICLE VIII-MEETINGS AND NOTICES THEREOF

1. The General Meeting shall take place in the school.
2. There shall be a minimum of two General Meetings a year, one of which shall be the Annual General Meeting for the purpose of elections. Any other meetings called will be as deemed necessary by the executive committee.
3. The Annual General Meeting shall take place within the first six weeks of the school year. In addition to elections, annual reports are to be presented.
4. Notices of General Meetings shall be given at least seven days prior to the meeting. Notices shall be issued both through the school newsletter or the Council's newsletter and in the Western Wheel
5. The executive shall ensure agendas of the General Meeting are published in the school newsletter and/or the Council's newsletter.

ARTICLE IX-FINANCING

1. The executive committee shall form the sub-committee responsible for any in-school fundraising of a general nature. The Foothills Cultural Recreational Enrichment Centre Foundation (FCRECF) is the fundraising society for the School Council. The officers of the Red Deer Lake School Council will also be the officers of FCRECF. The Secretary of FCRECF will file annual returns for FCRECF in accordance with the Societies Act. FCRECF will hold a minimum of two meetings per year and minutes of those meetings will be kept by the Secretary.
2. Records of such fundraising activities shall be kept by the Treasurer of the Council and kept with the Council's general records.
3. All payments made by the Council in the excess of \$20.00 shall be by cheque signed by the treasurer and one other member of the executive committee.
4. The executive committee shall be authorized to approve an expenditure up to \$500.00 per project or event. Any expenditure exceeding \$500.00 shall require authorization by a majority at a general or special meeting.

ARTICLE X-QUORAM

1. A majority of the executive committee shall constitute a quorum at an executive meeting.
2. Nine members of the Council shall constitute a quorum at a General Meeting.

ARTICLE XI- CONFLICT RESOLUTION

1. The mediation process shall be available for all unsolved disputes using a mediator mutually agreed upon by the parties in conflict.

2. If a dispute cannot be resolved through a mediation process the executive shall refer the dispute to the Superintendent of Schools.

ARTICLE XII- DISSOLUTION

1. If this Council desires to disband it shall give thirty days notice to all members in writing through the school newsletter and the Western Wheel newspaper with reasons stated before taking further action. The thirty days shall precede a General Meeting at which time dissolution may take place.

ARTICLE XIII- AMENDMENTS

This constitution may be amended, or addition made thereto, at any General Meeting of the School Council by a two —thirds vote of the members present and voting, provided that notice of the executive's intention to amend is preceded by a minimum of seven days written notice through the school and/or Association's newsletter.

This constitution was passed at a General Meeting of the Association held on the day of A.D. 1975

Retyped with amendments to Article VIII, No 2,3,and 4 and the 15th day of April, A.D. 1991
Signed. Mary Anne Smitham

Retyped with amendments to Article II, No. 1 & 2; Article IV, No. 2&3, Article VIII, No. 3, 4, & 5; Article IX, No. 1 & 2; Article X, No. 1 & 2; Article XI; Article XII on the 26th day of May A.D. 1992.
Signed: Mary Jane Pfeifer

Retyped with amendments and/or additions to Article II, No. 4 & 5; Article III, No. 1, Article IV, No. 1, 2, & 3; Article VI, No. 4 & 5; Article VIII, No. 2,3,,4, & 5; Article IX, No. 1,2,3, & 4; Article XI; Article XII; Article XIII on the day of A.D. 1996.

Signed: Michelle Veldhoen

Retyped with amendments and/or additions to Article IV, No.4 on the 1st day of October A.D. 1996.
Signed: Michelle Veldhoen

Retyped with amendments to Article V, No. 2 on the 28th day of October A.D. 2003.
Signed: Joe Mercier, President

Retyped with amendments to Article I, No.1; Article IV, No.2 &4(removed); Article VIII, No.3; Article IX, No. 1 & 2.

Signed: Joe Mercier, President

Appendix "B" - Sample Council Agenda

RDL School Council Meeting
September 15th 2004

7:00-7:05pm **	1. Call Meeting to order	For Decision**
7:05-7:10pm	2. Approval of Previous Meeting Minutes - Business arising	
	3. Reports from Committees (if required)	
7:10-7:15pm	3.1 - Finance	For Discussion
7:15-7:25pm	3.2 - Technology – upgrade costs	For Action
7:25-7:45pm	3.3 - Bylaw Draft	For Discussion
7:45 -7:55pm	3.4 - Principals / Staff report	
7:55-8:10pm	4. Old Business For Decision/Action (usually reports of action on matters previously presented to the group or held over for some reason)	For Decision/Action
8:10-8:30pm	5. New Business - Teacher appreciation lunch - Revised Policy	For Referral

**Time allocation and how topics are handled may or may not be used.

Fundraisers — 2008-2009

The following is a list fundraising events which are reviewed annually.

Sponsored by	Event	Repeat 2008/09	Comments
School Council	Walk-a-thon	Yes	Done every second year.
School Council	Clothing Orders	Yes	This is a service not a fundraiser
School Council	Dance	No	
School Council	School Supplies	No	It is a service, not a fundraiser.
School Council	Hot Lunch Program	Yes	
School Council	Casino	No	Scheduled for first quarter 2010.
School Council	Milk Program	Yes	Not a fundraiser, profits are formaintenance and a maximum of \$1,000.00 is provided to the Grade 6 government for school specific expenditure.
School Council	Directory	No	Printing every second year as costs are higher than profits.
School Council	Campbell Soup Labels	Yes	
School Council	Canadian Tire Money	Yes	Funds used to update DPA, recess bins. Also used for walk-a-thon equipment.
School	CRA	Yes	Runs in November
School	Pizza Day	Yes	
School	Mustard Seed	Yes	Change for Change program
School	Toonies for Terry	Yes	Terry Fox charity
School	Angel Tree	Yes	Community charity
School	Sub Day	Yes	
School	Jr. High Lunch Box	Yes	Money goes to the Party program
Yearbook	Student Union Pak	Yes	
Yearbook	Lollipops	Yes	
Grad	Plants & Pies	Yes	Grad fundraiser
Library	Usborne Books	Yes	
Library	Scholastic Book Fair	Yes	Money raised goes to purchase books for the school
Library	Used Book Fair	Yes	
Sports	Pine Creek Cemetery	Yes	
Sports	Bar-b-que	Yes	Funds go to sports programs