



Bessborough Home & School Fund Disbursement Guidelines

The fundraising dollars raised by the Bessborough Home & School (H&S) is disbursed through a H&S membership vote. Any parent/guardian who has joined the Bessborough H&S is eligible to vote within that membership year.

There are 5 types of Fund Disbursement Votes:

- 1) Requests under \$500
- 2) Annual Budget Proposals
- 3) Direct Drive Campaigns
- 4) Executive Committee Vote
- 5) Home & School Operating Budget

Requests under \$500

Ongoing throughout the school year

Requests for small items, \$500 and under, can be proposed at any General H&S Meeting. A proposal (form attached) should be submitted to the H&S Chair a minimum of 7 days before the meeting date. The budget vote item must be included on the meeting agenda circulated to parents a minimum of 2 days before the meeting.

If the vote passes, the funds are immediately available to the requestor. A receipt for the item must be submitted to H&S, using an expense report, within 60 days of the budget vote in order to be reimbursed.

Annual Budget Requests

November

Bessborough H&S will hold one annual budget vote in November. This is the avenue to present all proposals for the current school year. A proposal can be submitted by any parent, student, teacher or staff member using the attached proposal form. Anyone submitting a budget proposal is strongly encouraged to present it in person.

Budget proposals must be submitted to the H&S Chairs by the 2nd Monday in October. A copy of all proposals will be shared with parents and staff a minimum of 5 days before the meeting.

All voting must be anonymous and will be done using mobile devices.

Funding for approved items is available immediately after the vote. Receipts must be submitted to H&S, using an expense report form, by June 15th or the item will not be reimbursed.

Direct Drive Campaigns

November

Direct Drive campaigns are appropriate for larger scale initiatives that require significant funding. Any parent, student, teacher or staff member can champion a direct drive initiative. Direct drives are held anytime in November, for a two or three week period.

When direct drives are held, parents write their cheques directly to the TDSB and a tax receipt is provided. Home and School collects the funds and prepares the tax receipt list, and the Principal provides H&S with a receipt of items purchased once completed.

For a Direct Drive Campaign to be held:

- 1) Drive Champion must create a committee consisting of principal, a minimum of 2 teachers and 1 parent.
- 2) Direct Drive Committee must prepare a proposal that includes:
 - a. A detailed view of the need
 - b. An identification of the fundraising goal and specific information on how the money will be spent
 - c. An review of how the item/initiative is tied to the long term school vision

Direct Drive Proposals are presented at the November General Meeting. A majority vote is required in order for the Direct Drive to move forward.

It is possible for multiple Direct Drives Proposals, or a single Drive with multiple items included to be put forward. Parent vote will determine what proceeds.

Executive Committee Vote

Ongoing throughout the school year

The Executive Committee can, at its discretion, vote to spend up to \$2000 on an item deemed necessary or appropriate to Bessborough. Every executive member must vote and a majority is required to pass.

Executive Committee votes should only be used where there isn't the opportunity to bring the item to the larger parent group to vote.

Home and School Operating Budget Vote

May or June

At the last General Meeting of the Year, the Home and School Chair(s) will bring forward the H&S Operating Budget for the following school year for the membership to vote. It must pass by majority vote or be amended and re-voted, before being approved.



Bessborough Home and School Budget Proposal

Date	
Person Submitting Proposal	
Phone Number	
Email Address	
Proposal Title	
Description of Request	
Funds Requested	<i>Please indicate total amount requested. If a lesser amount could be acceptable, please indicate that as well.</i>
Division	<i>What division(s) will benefit from this request</i>
Lifetime of requested item	<i>What is the expected lifetime of the item requested (ie books could be expected to last 5 years, a desk 8 years, a performance, a single year)</i>
Number of Students Benefitting/ year	<i>How many students will benefit from the request the first year?</i>
Total Number of Students Benefitting	<i>Lifetime x number of students benefitting/ year</i>
Date when item/proposal will be purchased/completed	

