

SIXTH GRADE/MIDDLE SCHOOL FUNDRAISING GUIDELINES MAPLEWOOD K-8 PCEP

- Separate fundraising committees will be organized and responsible for fundraising activities for 6th grade Outdoor School and Middle School activities.

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Guidelines for the formation of the 6th Grade and Middle School Fundraising Committees are as follows:

1. In April of the prior year, the members of these committees will be selected and meet to formulate a Fundraising Plan for the forthcoming year.

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2. The 6th grade committee will represent both 6th grade classes in the forthcoming year. The middle school committee will represent all 7th and 8th graders in the forthcoming year.

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3. Each committee will estimate fundraising revenue needed for the forthcoming year based on information provided by grade level teachers and the current grade level Fundraising Committee.

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4. Each committee will select a Chairperson, Secretary and Bookkeeper at their first committee meeting:

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- The Chairperson will be the contact person to the Parent Coordinators, PCEP Board and grade level families.

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- The Secretary will take minutes at all committee meetings and document all events, summarizing what occurred along with recommendations regarding future areas of improvements for the following year's committee; this information will be maintained in a fundraising notebook. The 6th grade comprehensive notebook will be given to the 5th grade Parent Coordinator by April 1st. The middle school notebook will be given to the 7th grade Parent Coordinator by April 1st.

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5. The committee will submit the Fundraising Plan (which includes the total fundraising dollar amount requested) to the grade level Teachers and the grade level Parent Coordinators prior to submitting the Fundraising Plan to the PCEP Vice President of Committees for PCEP Board approval at least two weeks prior to the May Board Meeting; this will occur well in advance to commencement of any fundraising activities.

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6. After receiving necessary approval, the committee will communicate the Fundraising Plan as well as expectations and requirements of each student to the grade level families and provide status reports on fundraising activities.

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7. For 6th Grade: Communication regarding results of fundraising activities for each 6th grade family will be distributed at least two weeks prior to the camp date along with requests for additional revenue required to cover each 6th grade student's Outdoor School expenses.

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- Excess funds from fundraising activities that are available after all expenses have been paid at the end of the fiscal school year will be transferred to the PCEP General Fund.

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Deleted: Currently, Sixth grade fundraising activities include direct requests for funds from sixth grade parents, grocery scrip, Albertson's Community Partners cards and gift wrap sales