

## Money Collection Policy (September 2022)

Developed in consultation with the Federation of Independent School Association.

### Overview

Throughout the year, teachers are required to collect money from students for various Field Trips, Events, and Projects. In order to handle the smooth transaction of these funds to the school office, we ask that staff follow the following procedures for collecting any money that is going to the office.

This excludes money collected for Pizza/Lunch Fundraisers, PAC Fundraisers, or any other fundraisers run by the class. At these times, teachers may consult the Administrative Staff for further clarification.

### Policy

Teachers/School Staff should follow the steps outlined below, when collecting money for Field Trips, Events or other Educational related occurrences.

- Before collecting any money, the teacher/staff member needs to seek approval from the School Administration team to discuss the rationale for money collection
- Each teacher/staff member has been provided with large envelopes that are printed with money data collection information (Appendix A).
- Once money has been collected from a student, place the student's name in the appropriate section of the money data collection form, and how much money was collected from that student.
- Teachers/staff members are to keep all permission forms that outline the rationale for money collection with them until the end of the school year. These permission forms are not to go in the envelope of money collected.
- Once all the money has been collected, teacher/staff member must tally the totals in terms of cash and coins in the appropriate section of the form on the envelope.
- After all money is collection and the envelope data collection is completed, the teacher/staff member should hand the envelope with the cash and completed data information to the office.
- The office will in return provide students with receipts in the coming days to allocate the collection of money.

MONEY COLLECTION POLICY

**Appendix A: Money Collection Data Form**

Staff Member Name:	Date:
Reason for Money Collection:	

Money Collected From and Total Amount from Each:

1	16
2	17
3	18
4	19
5	20
6	21
7	22
8	23
9	24
10	25
11	26
12	27
13	28
14	29
15	30

Total Money Collected:

\$0.05 =	\$5.00 =	Cheques =
\$0.10 =	\$10.00 =	
\$0.25 =	\$20.00 =	
\$1.00 =	\$50.00 =	
\$2.00 =	\$100.00 =	Grand Total =

Special Notes:

Staff Member Signature/Verification:	Date:
Office Administration Signature/Verification:	Date:

Special Notes (Office):