



École Parc Élémentaire Fundraising Society Meeting

November 27, 2024 - School Library - 8:00 PM

Attendees

Amanda Shand - Chair

Jasmyne Garbe - Treasurer

Danielle Rusk - Secretary

Tandy Atchison - Principal

Shelley Boswell - Assistant Principal

Genista Garnett - Hot Lunch Coordinator

Ralph Sorochan - School Trustee

Jennifer Dechaine - Member

Absent

Devon Klein - Vice Chair

Rebecca Millburn - Special Events Coordinator

Melanie Redfearn - Member

Amy Archibald - Member

Call To Order: 8:13 PM

Additions and Approval of the Agenda

No Additions

Approval of Agenda - Danielle Rusk 1st , Jenn Dechaine 2nd

Approval of Minutes

Approval of minutes October 9, 2024 -Genista Garnett 1st , Jenn Dechaine 2nd

Treasurer's Report: - Jasmyne Garbe - Treasurer (Amanda Shand for Jasmyne)

See Report following minutes

1. Audit has been completed
2. Emailed out the guidelines from the AGLC as to what type of expenditures we can utilize the casino money for

Principals Report: Tandy Atchison- Principal

1. Sherri had some questions about whether a few items were paid:
 - a. \$132.46 - EPE covered this cost for the lights/smoke machine
 - b. \$1200 - teacher's stipend (this was paid at the end of last year to the school)
 - c. \$1,146 - for the agenda's (this was paid as well by fundraising society)
2. Looking to get some numeracy resources for the school to help the students, are the casino funds available for this?

Motion to spend casino funds on numeracy resources

Fundraising Reports

1. Spirit Wear - Danielle Rusk

- a. Everything was submitted to Fully Promoted, had a couple of last minute orders that I was able to sneak it. Just waiting for items to be ready then I'll pick up and reach out to the families.

2. Tru Earth - Amanda Shand

- a. Going as usual, have \$70 in our American account that we need to bring into our Canadian account, works out to be about \$100 CAN.

3. Cobs Bread - Amanda Shand

- a. Owner is currently traveling abroad, sent email to store to make sure things will still good for this year

Hot Lunch Report - Genista Garnett

1. Lunchbox has switched the agreement and told us that in order to continue using their platform we need to do hot lunches weekly which is not feasible for our school. This would mean we'd offer the same thing every week and we'd need more volunteers to be there to hand out/organize the hot lunches. Need to look at switching vendors.
2. Muncha Lunch is the option that seems to be the best fit, it's \$300.00/school year , we set our own profits - does mean more work for our hot lunch coordinators though.
3. See Chart at end of minutes for profit analysis

Motion to switch to a different hot lunch provider

Green Space Updates - Jennifer Dechaine

1. Not really anything to report

Playground Expansion Committee Update - Danielle Rusk

1. Attended the grant writing workshop put on by the City of Fort Sask and FCSS, was really great. Managed to get some assistance with the grant writing from an outside source so hopefully we can start getting some money in.

Dance Review- Amanda Shand

1. Great feedback from parents/students about the dance
2. Need more parent supervision though to help keep the kids indoors, we also had some parents that just dropped off their kids and then left.
3. Broke even on the cost of the glowsticks and chips

Teacher Appreciation - Grizzly Greatness - Amanda Shand & Rebecca Milburn

1. Updated the link for the 2024 form to include students this year. Will be more discreet about how they are presented to students so as not to upset students that don't/aren't receiving one.

Pantry Items and Co-op funds - Amanda Shand

1. Hasn't talked to Sherri about it lately to see if it's still good, students haven't seemed to be using it as much.

Holiday Hamper - Shelley Boswell/Amanda Shand

1. 3 families that could benefit from a little bit of help for Christmas especially with toys
2. Tandy and Shelley will take this on, start collecting items December 1st end December 11 to give enough time to put it together before the Christmas break

Student Engagement and Prizing - Rebecca Millburn

Deferred to next meeting as Rebecca wasn't present

Questions/ other business:

- None -

Next Meeting:

January 15th 2025, @ 8:00 PM in School Library

Meeting adjourned - 9:03 PM

Further Actions:

See items in red



Motions:

1. *To support the school to put towards numeracy resources up to \$2,000 of casino funds.*

Motioned by: Amanda Shand

Seconded by : Genista Garnett

Voted: All in Favour

MOTION PASSED

2. *Make the change to Munchalunch and terminate with Lunchbox as of January 1st 2025.*

Motioned by: Amanda Shand

Seconded by : Danielle Rusk

Voted: All in Favour

MOTION PASSED

Ecole Parc Fundraising Society

Treasurer Report

11/27/2024

Casino account balance 11/27/24:	<u>21,891.30</u>
WIX account balance 11/27/24:	<u>821.72</u> (850-28.28)
Paypal account balance 11/27/24:	<u>452.99</u> (470-17.01)
General Account balance 11/27/24:	6,384.54
less restricted funds (grants/donations to be used for specific purpose):	
Greenspace project	(3,102.86)
Land based learning	(139.16)
monthly food resource budget	<u>(646.84)</u>
(from Jacqueline Shotbolt)	
	(3,888.86)
less outstanding cheques:	
#317 - EIPS (insurance)	<u>(624.01)</u>
	(624.01)
<i>Plus pending deposits:</i>	-
Total General Funds available for use:	<u>1,871.67</u>



Use of Proceeds List

Reporting as of 2023-11-01

Print Date: 2024/11/14

Ecole Parc Fundraising Society (66347)

<u>APPROVED USE OF PROCEEDS</u>	<u>EFFECTIVE</u>	<u>EXPIRED</u>	<u>MAXIMUM</u>
ACCOUNTING FEES GROUPS MAY USE GAMING PROCEEDS TO PAY A REASONABLE FEE FOR THE PREPARATION OF GAMING FINANCIAL REPORTS, INCLUDING PAYMENT TO A THIRD-PARTY INDIVIDUAL. CGPH 5.1	2018/02/02	2100/12/31	
ADMINISTRATIVE EXPENSES - MAXIMUM 20% ADMINISTRATIVE COSTS THAT ARE ELIGIBLE FOR APPROVAL INCLUDE: ADMIN WAGES: SUCH AS RECEPTIONISTS, CLERICAL POSITIONS, EXECUTIVE DIRECTOR AND BOOKKEEPING OF GAMING FINANCIAL STATEMENTS; PHONE, INTERNET, ONLINE MEETING SERVICE FEES; OFFICE SUPPLIES, POSTAGE, COMPUTER HARDWARE/SOFTWARE, OFFICE RENTAL, STORAGE, INCLUDING RENTAL AND PURCHASE OF ITEMS TO ACCOMMODATE STORAGE; LIABILITY INSURANCE PREMIUMS FOR DIRECTORS' AND PROGRAM/EVENT LIABILITY, MOVING/RELOCATION EXPENSES. GAMING FUNDS MUST NOT BE USED TO PAY BOARD OR EXECUTIVE MEMBERS, INTERNAL ADMIN ACTIVITIES, FOOD & BEVERAGE, FUNDRAISING ACTIVITIES & EVENTS OR LEGAL FEES. CGPH 5.2	2022/05/02	2100/12/31	
DONATION OUT OF CANADA \$1,000 OR LESS GROUPS MAY MAKE A TOTAL ANNUAL DONATION UP TO \$1,000 TO AN ELIGIBLE INDIVIDUAL GROUP OUTSIDE OF CANADA, FOR THE PURPOSE OF SUPPORTING INTERNATIONAL DISASTER/EMERGENCY RELIEF OR PROJECTS IN DEVELOPING COUNTRIES THAT THE CANADIAN FEDERAL GOVERNMENT APPROVES FOR INTERNATIONAL DEVELOPMENT; SUCH AS THE DEVELOPMENT OF LOCAL SELF-SUFFICIENCY OF BASIC HUMAN NEEDS (WATER/FOOD/SANITATION/SHELTER), PRIMARY HEALTH CARE OR BASIC EDUCATION. DONOR MUST RETAIN A COMPLETED RECIPIENT AGREEMENT FOR NON-AGLC LICENSED ORGANIZATIONS FORM. CGPH 5.9 DONATIONS EXCEEDING \$1,000 ANNUALLY MUST BE SUBMITTED TO AGLC FOR PRIOR APPROVAL. DONATION GUIDELINES AND FORMS AVAILABLE AT AGLC.CA	2020/11/06	2100/12/31	
DONATIONS OUT OF AB BUT IN CANADA \$5,000 OR LESS GROUPS MAY MAKE A TOTAL ANNUAL DONATION UP TO \$5,000 TO ANY ELIGIBLE INDIVIDUAL GROUP OUTSIDE OF ALBERTA BUT WITHIN CANADA TO SUPPORT DISASTER/EMERGENCY RELIEF; NATIONALLY RECOGNIZED PROGRAMS THAT BENEFIT ALBERTANS OR MEDICAL, EDUCATIONAL OR RESEARCH PROJECTS THAT BENEFIT CANADIANS. DONOR MUST RETAIN A COMPLETED RECIPIENT AGREEMENT FORM CGPH 5.9 DONATIONS EXCEEDING \$5,000 ANNUALLY MUST BE SUBMITTED TO AGLC FOR PRIOR APPROVAL. DONATION GUIDELINES AND FORMS AVAILABLE AT AGLC.CA	2020/11/06	2100/12/31	
DONATIONS WITHIN AB \$5,000 OR LESS-NON AGLC ORGS GROUPS MAY DONATE UP TO \$5,000 ANNUALLY WITHOUT AGLC APPROVAL TO AN ELIGIBLE GROUP WITHIN ALBERTA THAT DOES NOT CONDUCT LICENSED GAMING EVENTS OR ONLY CONDUCTS RAFFLES WITH A TOTAL TICKET VALUE \$20,000 AND LESS. THE DONOR MUST ENSURE THE RECIPIENT USES THE PROCEEDS FOR PURPOSES THAT ARE WITHIN THE CGPH AND MUST RETAIN A COMPLETED RECIPIENT AGREEMENT. CGPH 5.8 DONATIONS EXCEEDING \$5,000 ANNUALLY MUST BE SUBMITTED TO AGLC FOR PRIOR APPROVAL. DONATION GUIDELINES AND FORMS AVAILABLE AT AGLC.CA	2020/11/06	2100/12/31	



Use of Proceeds List

Reporting as of 2023-11-01

Print Date: 2024/11/14

Ecole Parc Fundraising Society (66347)

APPROVED USE OF PROCEEDS

EFFECTIVE EXPIRED

MAXIMUM

DONATIONS WITHIN AB \$50,000 OR LESS - AGLC LIC ORG

2020/11/06 2100/12/31

GROUPS MAY DONATE UP TO \$50,000 ANNUALLY WITHOUT PRIOR AGLC APPROVAL IF THE RECIPIENT IS LICENSED WITH AGLC, CONDUCTS GAMING EVENTS, SUCH AS CASINOS, BINGO, PULL TICKET OR RAFFLES OVER A TOTAL TICKET VALUE OF \$20,000. THE RECIPIENT MUST DEPOSIT DONATIONS OF GAMING PROCEEDS IN THEIR GAMING BANK ACCOUNT AND USED IN ACCORDANCE WITH CURRENTLY APPROVED USE OF PROCEEDS. THE DONOR GROUP MUST RETAIN A COMPLETED RECIPIENT AGREEMENT. CGPH 5.8 DONATIONS EXCEEDING \$50,000 ANNUALLY MUST BE SUBMITTED TO AGLC FOR PRIOR APPROVAL. DONATION GUIDELINES AND FORMS AVAILABLE AT AGLC.CA

EDUCATION

2022/05/02 2100/12/31

GAMING PROCEEDS MAY BE USED TO PROVIDE SPECIFIC EDUCATIONAL EXPERIENCES FOR STUDENTS THAT ARE NOT RECREATIONAL OR SOCIAL, NOT A CURRICULUM REQUIREMENT, AND OTHERWISE UNAVAILABLE. GAMING PROCEEDS MUST NOT SUPPLEMENT OPERATIONAL OR CAPITAL BUDGETS - SUCH AS RENOVATIONS, ADDITIONS, UTILITIES OR WAGES. PLAYGROUND DEVELOPMENT, OUTDOOR CLASSROOMS, SCIENCE GARDENS, ETC. AND/OR HOT LUNCH PROGRAMS MUST HAVE PRIOR AGLC APPROVAL, CGPH 5.10

EQUIPMENT - PROGRAM RELATED

2010/12/21 2100/12/31

GAMING PROCEEDS MAY BE USED TO MAINTAIN, PURCHASE OR RENT EQUIPMENT THAT IS ESSENTIAL TO THE DELIVERY OF THE GROUPS CHARITABLE SERVICES OR PROGRAMS. OWNERSHIP OF THE EQUIPMENT MUST REMAIN PROPERTY OF THE LIBRARY. SCHOOLS GROUPS THAT PURCHASE EQUIPMENT WITH GAMING FUNDS, THE ASSETS ARE VESTED TO THE SCHOOL, EDUCATIONAL INSTITUTION OR GOVERNING BODY OF THE EDUCATIONAL INSTITUTION. GAMING PROCEEDS MUST NOT SUPPLEMENT OPERATIONAL OR CAPITAL BUDGETS - SUCH AS RENOVATIONS, ADDITIONS, UTILITIES OR WAGES. EQUIPMENT THAT IS USED IN ANY ACTIVITY OR OPERATION WHICH IS INTENDED TO PRODUCE INCOME CANNOT BE PURCHASED WITH GAMING PROCEEDS. CGPH 5.10 ; 5.13

GRANT FUNDING - FOR AGLC USE ONLY

2013/10/15 2100/12/31

GRANT MONIES RECEIVED MUST BE SPENT PRIOR TO ANY GAMING FUND EXPENDITURES, PER COST RECOVERY CGPH 4.4

PROMOTIONAL ACTIVITIES

2013/10/15 2100/12/31

GAMING PROCEEDS MAY BE USED TO PROMOTE PARTICIPATION AND INCREASE PUBLIC AWARENESS IN A GROUP'S CHARITABLE PROGRAMS. THIS INCLUDES ADVERTISING IN NEWSPAPERS, RADIO, TELEVISION, POSTERS, SIGNS, PAMPHLETS, LETTERS, AND INTERNET WEB PAGES, AS WELL AS, WEBSITE DEVELOPMENT, DESIGN, UPDATES, MAINTENANCE, DOMAIN AND HOSTING, AND RECOGNITION OF THE GROUP'S PROGRAMS OR CONTRIBUTION TO THE COMMUNITY THROUGH PLAQUES, BENCHES, MURALS, MONUMENTS, STATUES, CENOTAPHS, MEMORIAL WALLS, ETC. CGPH 5.19



Use of Proceeds List

Reporting as of 2023-11-01

Print Date: 2024/11/14

Ecole Parc Fundraising Society (66347)

APPROVED USE OF PROCEEDS

EFFECTIVE EXPIRED

MAXIMUM

REGISTRATION/AFFILIATION FEES

1995/07/24 2100/12/31

GAMING FUNDS CAN BE USED TO PAY FOR MEMBERSHIP, REGISTRATION OR AFFILIATION FEES TO LOCAL, PROVINCIAL, NATIONAL OR INTERNATIONAL GOVERNING BODIES WHEN THE FEES ARE RELATED TO A GROUPS SPECIFIC OBJECTIVES AND INDIVIDUAL MEMBERS DO NOT ALSO PAY THE FEE CGPH 5.22

RESOURCE MATERIALS/SUPPLIES

2000/10/05 2100/12/31

PROGRAM RELATED MATERIALS AND SUPPLIES SUCH AS RESOURCE MATERIALS, SOFTWARE, BOOKS, MANUALS PAMPHLETS, AND BROCHURES. MAY ALSO INCLUDE THE DESIGN AND PRODUCTION OF PROGRAM RELATED MATERIALS. CGPH 5.13 LIBRARY BOOKS. GAMING FUNDS CANNOT BE USED FOR TEXT BOOKS IN HARD COPY OR IN A DIGITAL BASED FORMAT. CGPH 5.10

TRAVEL - IN PROVINCE

1995/07/24 2100/12/31

GAMING PROCEEDS MAY BE USED FOR TRAVEL IN ALBERTA IF THE TRAVEL IS ESSENTIAL FOR THE GROUP TO DELIVER ITS CHARITABLE PROGRAM. TRAVEL THAT IS SOCIAL OR RECREATIONAL IS NOT ELIGIBLE, EXCEPT FOR SENIORS IN ACCORDANCE WITH CGPH 5.20. GAMING PROCEEDS MAY BE USED FOR THE COSTS OF DIRECT-ROUTE TRANSPORTATION, MEALS, REGISTRATION FEES AND ACCOMMODATION FOR PARTICIPATION DURING THE PERIOD OF THE ACTUAL ACTIVITY OR EVENT. ALL EXPENDITURES MUST BE SUPPORTED BY RECEIPT OR VOUCHER. CGPH 5.23. SEE CGPH 5.24 FOR OUT OF PROVINCE TRAVEL EDUCATIONAL FIELD TRIP

UNIFORMS/COSTUMES

2013/10/15 2100/12/31

GAMING PROCEEDS CAN BE USED TO PURCHASE UNIFORMS AND COSTUMES THAT REMAIN THE PROPERTY OF THE ORGANIZATION AND ARE REQUIRED FOR COMPETITIVE PLAY, PRACTICE, CULTURAL OR ORGANIZATIONAL REPRESENTATION, OR ARTISTIC PERFORMANCE. GROUPS MUST ESTABLISH A WRITTEN POLICY FOR THE USE OF UNIFORMS/COSTUMES AND PROVIDE TO AGLC UPON REQUEST. CGPH 5.13

WAGES,SALARIES, FEES FOR SERVICE AND HONORARIUMS

2018/02/02 2100/12/31

RECIPIENT NAME	DETAIL	TERM START	TERM END	AMOUNT	UNIT
In School Presenters - On Going - Variable Rate	Presenter	2018/02/02	2100/12/31	0.00	Contract

GAMING PROCEEDS MAY BE USED TO PAY SALARIES, WAGES, FEES FOR SERVICE OR HONORARIUMS ONLY IF THE DUTIES PERFORMED ARE ESSENTIAL TO THE GROUP'S PROGRAM DELIVERY, AS APPROVED BY AGLC, AND THE DUTIES CANNOT BE REASONABLY PERFORMED BY A VOLUNTEER. CGPH 5.25 PAYMENT FOR ADMINISTRATIVE POSITIONS SUCH AS RECEPTIONISTS, BOOKKEEPERS, AND OTHER CLERICAL POSITIONS, AND EXECUTIVE DIRECTORS WHOSE FUNCTIONS ARE PRIMARILY ADMINISTRATIVE, ARE LIMITED WITH 20% ALLOWED FOR ADMINISTRATIVE EXPENSES AND DO NOT REQUIRE THE SUBMISSION OF A WAGE/SALARIES FORM. CGPH 5.2 ALL FORMS AND GUIDELINES AVAILABLE AT AGLC.CA

Use of Proceeds Descriptions

Accounting Fees

Groups may use gaming proceeds to pay a reasonable fee for the preparation of gaming financial reports, including payment to a third-party individual. CGPH 5.1

Administrative Costs - Maximum 10%

Administrative costs that are necessary to the delivery of a charitable or religious program or service are eligible uses of gaming proceeds. Approved administrative expenditures shall normally be limited to a maximum cumulative total of 10% of gaming proceeds earned the previous calendar year. Administrative costs that are eligible for approval include: telephone, stationery, postage, bulletins, newsletters, website costs (internet service provider), which communicate information to the public about the group's community service programs, space rental for regular membership meetings and storage, office rent and Director's liability insurance. Administrative costs related to the internal administrative activities of the group are not eligible uses of gaming proceeds. These costs that are not eligible for approval include: food and beverage; salaries, wages or honorariums for administrative duties; non-gaming accounting fees; and legal fees. CGPH 5.2

Administrative Expenses - Maximum 20%

Administrative expenditures are limited to a maximum cumulative total of 20% of gaming proceeds earned. Administrative costs that are eligible for approval include: wages for administrative positions such as receptionists, other clerical positions, and executive director positions that are primarily administrative; bookkeeping and preparation of financial statements (income statement and balance sheet only); phone, internet, and online meeting service fees; office supplies and postage; computer hardware and software for administrative purposes; space rental used primarily for administrative purposes and regular membership meetings; storage, including rental and purchase of items to accommodate storage; liability insurance premiums for directors' and program/event liability; moving/relocation expenses and travel within Alberta for board or membership meetings, including AGM, provincial, district or zone.

Donation out of Canada \$1,000 or less

Groups may make a total annual donation of \$1,000 or less outside of Canada to any eligible non-profit group to support international disaster/emergency relief or projects in developing countries that the Canadian federal government approves for international development. The Donor must ensure the recipient uses the proceeds for purposes that are within the CGPH and must retain a completed Recipient Agreement for Non-AGLC Licensed Group. CGPH 5.9

Donations out of AB but in Canada \$5,000 or less

Groups may make a total annual donation up to \$5,000 to any eligible non-profit group outside of AB but within Canada to support disaster/emergency relief; nationally recognized programs that benefit Albertans, or medical and educational research programs which may benefit all Canadians. Donor must retain a completed Recipient Agreement form for Non-AGLC Licensed group. CGPH 5.9

Donations within AB \$5,000 or less-Non AGLC Orgs

Groups may make a total annual donation up to \$5,000 to any eligible individual charity within Alberta (that is NOT an AGLC-licensed group), without prior approval. The Donor must ensure the recipient uses the proceeds for purposes that are within the CGPH and must retain a completed Recipient Agreement for Non-AGLC licensed Groups. Groups that only conduct raffles with a total ticket value \$20,000 and less, are considered Non-AGLC groups for the purpose of receiving a donation of gaming proceeds. CGPH 5.8

Donations within AB \$50,000 or Less - AGLC Lic Org

Groups may make a total annual donation up to \$50,000 to any eligible individual charity within Alberta without prior approval, if the recipient is an organization licensed and in good standing with AGLC. The recipient must deposit donations of charitable gaming proceeds in a gaming bank account and must use in accordance with currently approved use of proceeds. The Donor must retain a completed Recipient Agreement for Licensed AGLC Groups. CGPH 5.8

Education

Gaming proceeds may be used to support curriculum enhancements that contribute to student learning development, such as: educational field trips; equipment (e.g. audio-visual, computers/laptops/tablets, science equipment, musical instruments etc.); in school presenters; and student meal programs. The ownership of these assets shall remain with the educational institution or school. Requests to use gaming funds towards playground development, outdoor classrooms or community gardens, must be submitted for prior approval. Refer to CGPH 5.10 for additional information. Gaming proceeds shall not supplement in any way the operational or capital budgets of the educational institution or school, such as employee salaries, wages, and benefits, building additions, renovations and utilities.

Equipment - Education

Gaming proceeds may be used for the costs of specific educational program(s) or support. Gaming proceeds may be used to purchase educational equipment and supplies such as audio/visual equipment, athletic equipment and musical instruments which otherwise would not be available. The ownership of these assets shall remain with the educational institution or school. Gaming proceeds shall not supplement in any way the operational or capital budgets of the educational institution or school, such as employee salaries, wages, and benefits, building additions, renovations and utilities.

Equipment - Program Related

Gaming proceeds may be used to maintain, purchase or rent equipment that is essential to the delivery of the groups charitable services or programs. Ownership of the equipment must remain property of the organization. Equipment that is used in any activity or operation which is intended to produce income cannot be purchased with gaming proceeds. CGPH 5.13

Education/School Groups Only: Gaming proceeds may be used to purchase educational equipment and supplies such as audio/visual equipment, athletic equipment and musical instruments which otherwise would not be available. The ownership of these assets shall remain with the educational institution or school. Gaming proceeds shall not supplement in any way the operational or capital budgets of the school, such as employee salaries, building additions, renovations, administrative expenses and utilities. CGPH 5.10

Ethno Cultural Activities

Gaming proceeds may be used for eligible ethno-cultural programs that are open and advertised to the wider community, including seniors' programs (see CGPH 5.20); cultural costumes (CGPH 5.13); religious/spiritual programs, excluding funerals; facility expenses including a place of worship (see CGPH 5.15); programs that provide education, counselling, employment services and language training; aid of the distressed programs that provide basic life needs and events that preserve or enhance heritage, customs, traditions and cultures and that are not primarily social or recreational in nature. Each event requires prior AGLC approval and must include specific details and/or budget with a copy of advertisement in English. Complete an Event Worksheet form 5626 CGPH 5.14

Use of Proceeds Descriptions

Grant Funding - For AGLC use only

Grant funding received in support of operational, program or project expenses.

Promotional Activities

Gaming proceeds may be used to promote participation and increase public awareness in a group's charitable programs. This includes advertising in newspapers, radio, television, posters, signs, pamphlets, letters, and internet web pages, as well as, website development, design, updates, maintenance, domain and hosting, and recognition of the group's programs or contribution to the community through plaques, benches, murals, monuments, statues, cenotaphs, memorial walls, etc. CGPH 5.19

Registration/Affiliation Fees

Gaming funds can be used to pay for membership, registration, or affiliation fees to local, provincial, national, or international governing bodies when the fees are related to a groups' specific objectives and individual members do not also pay the fee. CGPH 5.22

Rent - Facility

Occasional venue rental or short term facility rentals 12 months or less for facilities such as: arenas, sports fields, performing arts venues and space for charitable programs. Rental fee is for the use of space only and does not include operating or capital costs. CGPH 5.15

Resource Materials/Supplies

Program related materials and supplies such as resource materials, software, books, manuals pamphlets, and brochures. May also include the design and production of program related materials. CGPH 5.13

Retention of Gaming Funds - Non Facility

Complete a Retention of Gaming Funds Form (5642) Disbursement of gaming proceeds shall be made within 36 months of receipt of funds. Any extension of this period must have prior written approval of AGLC. Groups may request a retention of gaming funds to assist with on-going program delivery up to a maximum of \$100,000 for an additional 24 months during which funds must be disbursed as per the groups' current UOP list. CGPH 4.4

Special Program Support/Development

Specific details are to be provided prior to approval, such as: unique programs pertaining to the organization's program delivery. Event related activities (i.e., performances, festivals, etc.) must include a preliminary budget including projected revenues and expenses.

Travel - In Province

Gaming proceeds may be used for travel in Alberta if the travel is essential for the group to deliver its charitable program. Travel that is social or recreational is not eligible, except for Seniors in accordance with CGPH 5.20. Gaming proceeds may be used for the costs of direct-route transportation, meals, registration fees and accommodation for participation during the period of the actual activity or event. All expenditures must be supported by receipt or voucher. CGPH 5.23

Travel - Out of Province

Travel must be directly related, and is required for, delivery of the group's charitable programs and services in Alberta. Travel Itinerary forms must be submitted with supporting documents prior to approval. CGPH 5.24 All forms and guidelines available at aglc.ca

Uniforms/Costumes

Gaming proceeds can be used to purchase uniforms and costumes that remain the property of the organization and are required for competitive play, practice, cultural or organizational representation, or artistic performance. Groups must establish a written policy for the use of uniforms/costumes and provide to AGLC upon request. CGPH 5.13

Volunteer Conference/Seminars/Training

When hosting locally, the conference, seminar, workshop, etc. must be primarily organized for educational purposes related to a specific charitable program or service the group supports or delivers to the community. (Outside of local area see Travel Policy CGPH 5.18-5.22) A preliminary budget including revenues/expenses and a detailed itinerary of the event must be provided for prior AGLC approval.

Wages,Salaries, Fees for Service and Honorariums

Gaming proceeds may be used to pay salaries, wages, fees for service or honorariums only if the duties performed are essential to the group's program delivery, as approved by AGLC, and the duties cannot be reasonably performed by a volunteer. CGPH 5.25 Payment for administrative positions such as receptionists, bookkeepers, and other clerical positions, and executive directors whose functions are primarily administrative, are limited with 20% allowed for administrative expenses and do not require the submission of a wage/salaries form. CGPH 5.2 All forms and guidelines available at aglc.ca

If we stay with Lunchbox

Pros	Cons
Online platform, easy for parents	Don't have complete choice of vendors
Free for us to use	Hard to reach in urgent situations
Don't need to seek out vendors	Does not offer pizza by the slice (significant increase in cost to parents)
Labels provided to vendors	Will require more volunteers in January to accommodate for weekly delivery
	Will have to limit to 2 vendors
	Profits are decreased from previous years
	Vendors have a hard time with the short turnaround time to have appropriate stock
	Platform is not truly hands off and we've had issues with 3 out of 5 lunches, 2 of those resulting in late delivery to students

If we switch to Munchalunch

Pros	Cons
Order list generated by the platform	Having to seek out our own vendors
Online platform for parents to order	Fee or \$300 for the year to use the platform (this will be prorated for us to start in January)
Delivery included	We have to print labels
We can choose our own vendors	We have to provide the list or orders to the vendors and pay them directly.
The profit will be approximately doubled	Work upfront to upload the menus and class list onto the platform.
Orders and finance reports managed on the platform	

Item	Lunchbox price	Vendor sell price	Hot lunch price comparison		Current profit	Total ordered	Total profit	Anticipated profit
			Price difference	Booster juice				
355ml smoothie	\$6.55	\$5.50	\$1.05		\$0.50	159	\$79.50	\$166.95
				Cobs				
Apple Dulce de leche Danish	\$5.04	\$3.75	\$1.29		\$0.50	2	\$1.00	\$2.58
Blueberry Custard Danish	\$5.04	\$3.75	\$1.29		\$0.50	3	\$1.50	\$3.87
Cheddar Cheese Croissant	\$4.74	\$3.50	\$1.24		\$0.50	12	\$6.00	\$14.88
Cheese & Ham Bun	\$4.74	\$3.50	\$1.24		\$0.50	11	\$5.50	\$13.64
Cheese Bun	<u>\$4.43</u>	\$3.25	\$1.18		\$0.50	6	\$3.00	\$7.08
Cinnamon Bun	\$5.10	\$3.80	\$1.30		\$0.50	75	\$37.50	\$97.50
Ham & Cheese croissant	\$5.70	\$4.30	\$1.40		\$0.50	65	\$32.50	\$91.00
Ham Pizza Bun	\$4.74	\$3.50	\$1.24		\$0.50	27	\$13.50	\$33.48
Mushroom Cheese Bun	\$4.74	\$3.50	\$1.24		\$0.50	0	\$0.00	\$0.00
Raspberry Custard Danish	\$5.04	\$3.75	\$1.29		\$0.50	3	\$1.50	\$3.87
Spinach & feta Croissant	\$5.70	\$4.30	\$1.40		\$0.50	3	\$1.50	\$4.20
Scone (all kinds)	\$3.89	\$3.10	\$0.79		\$0.50	41	\$20.50	\$32.39
		Average profit	\$1.23		Total	248	\$203.50	\$471.44

Amount collected by Lunchbox \$267.94