

The Peace Wapiti Academy Student Travel Club

Policies and By-Laws

Meetings

- 1) An annual recruitment meeting will be held on or before May 15th of the year and throughout the year as necessary. Due and reasonable notice will be given of any meetings.

Committees

- 2) Committees shall be designated by the teachers-in-charge as required.

Financial / Banking

- 3) The PWA Travel Club will coordinate their banking through PWA school accounting. All accounting will follow the accepted rules for school accounts as set out by Peace Wapiti School Division #76.
- 4) Funds will be requested from the PWA Travel Account from the school accounts according to school accounting policy.

Fundraising

- 5) Each dollar a student fundraises will be credited towards that student's account.
- 6) Money raised by the students will not be pooled into a common fund for the PWA Travel Club with the exception of 8 below.
- 7) Individual fundraising activities (such as chocolate bar or bedding plant sales) will be credited to the student's account dollar for dollar based on the profit of the event.
- 8) Group fundraising activities (such as dinners and bottle drives) will operate with the following considerations:
 - a. The money earned will be divided equally amongst the workers.
 - b. The event coordinator will determine before the event is publicized and held what constitutes participation (ie. minimum number of hours) and the number of participants needed.
 - c. Each worker will have to spend a set of minimum standard of participation (ie. minimum number of hours) to be considered a participant.
 - d. Where more volunteers are available than positions to work, students will be chosen by random draw.
- 9) Donations (from personal or corporate sources) may be made directly to a student's account. Due to Revenue Canada restrictions, no tax receipt is issued. Clarifications to be made by PWSD #76 Central Office.

- 10) Organizations may donate to the group as a whole. If donations are given to the group as a whole, tax receipts may be issued. If not given with the intent of a specific purpose, the donation may be used:
 - a. To offset expenses the PWA Travel Club may incur, such as promotional costs for fundraising events.
 - b. To offset traveling costs of chaperones and students, such as the tip fund or photo books.
 - c. To offset sub costs of teacher chaperones at the discretion of the principal.
 - d. To purchase distinctive clothing (jackets, backpacks) for the travelling students.
 - e. Or to be used at the discretion of the teachers-in-charge with the approval of the school principal.
- 11) A student's account stays active and current while attending Peace Wapiti Academy. If a student withdraws or graduates from PWA, any money remaining in his or her account will be disbursed as follows:
 - a. The dollar value will not be paid out to the student.
 - b. The dollar value may be transferred to an immediate sibling.
 - c. The dollar value may be transferred to the PWA Travel Club general funds to be treated as in 10 above.
 - d. The dollar value may be used at the discretion of the PWA Travel Club with the approval of the school principal.
 - e. The decision of the principal is final.
- 12) A student's account stays active and current while attending PWA, provided they remain a student in good standing. Students who have been suspended will be withdrawn from the current year's trip and barred from all future travel with PWA Travel Club. All money in their fundraising account will be disbursed as follows:
 - a. The dollar value will not be paid out to the student.
 - b. The dollar value may be used at the discretion of the PWA Travel Club with the approval of the school principal.
 - c. The decision of the principal is final.
- 13) In case of proposed trip not materializing due to insufficient participant numbers or non-approval by school or board administration, any monies fundraised by a non-returning student will be disbursed as in 11 above. Monies fundraised by returning students will stay active and current in their accounts in hopes of future travel.
- 14) Fundraising activities may only be credited to a future trip. Under no circumstances will a student be returned funds for travel in previous years.
- 15) Current year fundraising activities must conclude before February 28th of the same school year. Any fundraising occurring after that date will be credited towards the following school year.
- 16) Individual student account reconciliations must be requested in writing by the parent before November 30th of the current school year.
- 17) In case of trip cancellation, any monies paid to the tour operator are non-refundable. For further clarification, refer to the tour operator's cancellation policies.

Travel Participants

- 18) All participants, staff, chaperones, students and parents must follow the rules and policies as outlined by PWSD #76 and in the school student handbook while on the trip.
- 19) Participants of PWA Travel Club will be restricted to students and teachers. In situations where an extra chaperone is needed, a parent may be eligible to travel.
- 20) Teacher chaperones may be limited to the number that fulfills the PWSD #76 Board teacher-to-student ratios.
- 21) Chaperons will be chosen from teaching staff first, then support staff, then other family members. All chaperones will be chosen at the discretion of the teachers-in-charge with the approval of the school principal.