



**Association Prématornelle Les Bouts d'Choux  
French Immersion Preschool**

P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2  
Located in École Frère Antoine School  
2850 Mill Woods Road Edmonton, AB T6K 4A1

## **Fundraising Coordinator**

Responsibilities:

- Attend all board meetings

Casino Years – Casino action items can all be done with the assistance of the Casino Advisor, they will be well versed in all the steps necessary to have a successful Casino.

- Attend a GAIN “use of proceeds” event through AGLC
- Contract a casino advisor
- Confirm casino dates with assistance from Casino advisor
- Contact AGLC to update list of new board members (AGLC requires birth dates of all members)
- Gain access to online “use of proceeds” with AGLC
- Request Casino License from AGLC
- Distribute/Collect Casino Volunteer Applications to all parents, at least 5 will need to be sent to AGLC 6 weeks before Casino event
- Create schedule for parent staffing during the Casino event (either randomly place names, or ask parents their preferences)
- Contact all parent volunteers with Casino details (date/start time of shift)
- Apply for Casino draw for the next Casino year (slotted Oct/Nov/Dec 2021, requested Casino Edmonton)
- Ensure fundraising cheques are returned to parents

### Non-Casino Years

- Coordinate with President to create a fundraising committee
- Choose a mandatory fundraiser for the year (raffle, silent auction, pub night, Oil Kings Night)
- Contact AGLC to organize details related fundraising event (raffle - \$10,000 and less, Pull tickets, Bingo)
- Plan, schedule, and facilitate with assistance from the fundraising committee
- Ensure fundraising cheques are returned to parents
- Organize and facilitate non-mandatory fundraising events
- Police Criminal Records Check is required (preschool will reimburse expense)

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.

A preschool yearly timeline has been included outlining monthly action items.

Any digital files with templates and example copies will be given at June turnover meeting.