

## Lord Tennyson Quebec Futures Committee Mission Statement and Structure

### Mission Statement:

To engage the parents and students of Lord Tennyson in the annual Gr7 Quebec Trip by providing consistent strategies for the fundraising and planning through sharing resources (both material and financial) and experiences from past Quebec Trip years.

### Purpose:

1. Improve year-to-year information transfer by creating a 'How To' manual with simplified parent agreements, budget templates, work back schedules, grant strategies, sample itineraries, etc. and making it available electronically through the PAC website.
2. Be a resource to current Quebec years, to ensure that they have all the necessary information at the start of their fundraising year and be available to help with concerns as they arise.
3. Create a stable funding source for Tennyson Gr7 Quebec Trips (the Tennyson Quebec Futures Fund -TQFF) that provides bursaries for those in financial need and reserve funds for all participating students in years whose travel grant applications are denied.
4. Create models of resource sharing for both PAC and individual Quebec years that will encourage more volunteer involvement from **parents across all grades and shares revenues** amongst the current *Quebec Year, PAC and the Tennyson Quebec Futures Fund*.
5. Create an effective working model that helps define roles for all trip stakeholders including students, parents, teachers and administration.
6. Together with Tennyson administration, develop an alternative trip that will satisfy stakeholders' concerns (including those of the VSB) for years that do not receive a grant.
7. Keep an on-going record of year-to-year trip expenditures and fundraising.
8. Keep the Tennyson PAC executive informed on the activities of the Committee and the status of the Quebec Futures Fund by reporting to no less than three PAC Executive meetings per school year.
9. Educate the general Tennyson parent body about the Gr7 Quebec Trip and the Tennyson Quebec Futures initiative through keeping website documents up to date and hosting a presentation at a Tennyson PAC meeting (at least once every two to three years).
10. Review overall status of the Quebec Futures Fund at the end of each year and present PAC with a recommendation as to whether to maintain current funding levels or consider alternate models.
11. Manage the Quebec Futures Fund bank account.
12. Collect and archive financial reports and student partition levels for each successive Quebec Trip year and prepare a report to share with Tennyson PAC executive.

## **Background**

The Quebec Trip has two very different forms that depend on whether a grant is obtained:

- **Grant Obtained:**
  - Through the grant process, Lord Tennyson students are 'twinned' with a participating school in Quebec. The grant covers a certain amount of travel costs (although to an upper limit of students/teachers per year, which varies).
  - LT students travel to Quebec in the fall for 1 week, and in return they host their Quebec 'twins' for 1 week in the spring.
  - The main costs of the trip are the residual travel costs not covered by the grant, TOC costs, and activities when LT students are hosting.
  
- **Grant Not Obtained:**
  - No 'twinning' with a Quebec school: the trip is simply an educational 1-week trip to Quebec, organized through a business.
  - As there is no twinning, there is no reciprocal hosting.
  - The trip cost covers travel and activities while in Quebec, as well as TOC costs.

In addition to resulting in an overall different experience, the grant covers a large proportion of the travel costs associated with the Quebec Trip (see following section).

The QF fund was established in recognition that the fundraising burden on parents was very different depending on grant success, which cannot be predicted in advance. As of 2017, LT has been successful in obtaining a grant for 9 years but prior to that time grant success rate was more inconsistent.

## **Tennyson Quebec Futures Fund Financing:**

1. The Quebec Trip is funded through a combination of parent participation fee, fundraising, exchange grants (if obtained), and the Tennyson Quebec Futures Fund (TQFF).
2. The Tennyson Quebec Futures Fund, in turn, receives its monies through contributions from Quebec years that have been successful in their grant application. Years that are not successful in receiving a grant do not contribute to the fund.
3. Each Quebec Trip year has a fundraising goal of *roughly* \$1,100 per student, which includes the required contribution of \$205 per participating student for the TQFF. Building in the contribution to TQFF insures that the fund remains topped up through fundraising efforts, and not from additional parent fees.
4. The cost of a grant trip varies from year to year depending on various factors: the fundraising target has been set as a general target that should provide adequate funding for most years.
5. The fundraising target will not cover the full cost of a non-grant trip: TQFF will cover the difference.
6. It is important to note that fundraising happens **prior** to the grant status being known (i.e. while fundraising is occurring, parents and students will not know if the trip will be a Grant or Non-Grant trip).

7. Should fundraising efforts exceed the target and a grant be achieved, the excess funds can be distributed as indicated by a, b, or c below, as determined by a majority vote of Quebec Trip parents (50%+ 1)
  - a. Donated to PAC
  - b. Donated to the Quebec Futures Fund
  - c. A combination of the above.
8. It is understood that all families of participating Quebec Trip years are required to volunteer for fundraising initiatives. Years that do not reach their fundraising target are expected to make up the shortfall in funds through increased parent contributions and cannot apply to Quebec Futures for additional funds. This does not apply to extenuating circumstances such as:
  - job action,
  - 'Acts of God',
  - having an unusually large group of students<sup>1</sup> going to Quebec,
  - having a grant that falls short of the number of students actually going to Quebec,
  - having a mis-match between the number of Lord Tennyson students and the number of Quebec students,
  - or other unforeseen events that are clearly outside the control of any given organizing year.Should such an extraordinary event occur, that year would be able to apply to the TQFF for funds to cover their fundraising shortfall.
9. The Quebec Futures Committee's goal is to be able to subsidize **two** consecutive Quebec Trip years that applied for, but did not receive, an exchange grant, as well as to cover ongoing bursaries. Fulfilling this goal requires approximately \$72,000<sup>2</sup>. Once that goal has been reached, the TQFF is considered to be capped and any additional funds raised are to be donated to the general Tennyson PAC account.

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<sup>1</sup> Structuring fundraising around a 'per student' target, rather than assuming a constant overall budget from year to year, should largely address fundraising shortfalls related to large groups.

<sup>2</sup> This estimate should be periodically reviewed by the Quebec Futures Committee.

### Allocation of Annual Fundraising Events

As discussed with the PAC in June 2017, the following table outlines the typical fundraising events undertaken in a given year, who is tasked with organizing them (“Lead”), (and therefore who benefits from them).

If the ‘Lead’ group is not interested, or is unable to take charge of an event, then another group can take it on.

Event	When	Lead	Notes
Welcome Back BBQ	Sept	QB (Gr 6)	This leaves PAC members free for mingling and encourages the QB year to get organized early in the year
Hot Lunches	Late Sept- Jun	QB (Gr 6)	<b>Pizza Lunch is the primary money maker.</b> Other lunches provide some income as well as providing a service to parents. Often PAC will take on one of these if the QB does not have enough volunteers to coordinate all the lunches
Howl	Late Oct	PAC	The Howl is an all encompassing event that takes the whole school to make it happen. NB: Food sales at the Howl will now be run by Gr 7s and the monies from that set aside for Gr 7 grad. QB can choose to organize pumpkin sales for the Pumpkin Patch if they choose
Winterfest	Early Dec	QB (Gr 6)	<b>Together with Hot Lunches this provides the bulk of the funding for the QB year.</b> QB families take the lead on the food sales, talent show, silent auction, wine raffle, Purdy’s chocolate sales and activities
Spring Fling	April	PAC/ QB	PAC takes the lead on organization of the event. QB takes the lead on food sales
Sports Day	June	Incoming QB (Gr 5)	Sports day now comes late in the year and is best run by the upcoming QB year as the Gr 6 year will generally have hit its target and the PAC team is focussed on AGMs and burnt from sports events and other non fundraising PAC initiatives
Last day of School	June	QB Gr6 or PAC	Provides an opportunity for end of day treat sales for a group that is short on their fundraising

**Typical Quebec Trip Budgets:**

To illustrate how the Quebec Futures fund financing works, and to contrast grant vs. non-grant trips, the following tables summarize the costs and funding for both types of trips. The tables below present *sample* budgets only, showing typical cost distribution. A detailed budget will be developed by each Quebec Trip Executive Committee for review with all participating parents.

Tables 1 and 2 below show the approximate breakdown of costs associated with a **grant** trip (including the TQFF contribution), and the corresponding breakdown of funds to raise those costs.

**Table 1: Typical Cost of Quebec Trip With Grant, Including QF Contribution**

	<b>TOTAL</b>	<b>PER STUDENT (assume 35)</b>
QUEBEC TRAVEL and associated costs	\$55,000	\$1,571
LOCAL HOSTING	\$25,000	\$714
QB FUTURES FUND CONTRIBUTION	\$7,175	\$205
<b>TOTAL TRIP COSTS</b>	<b>\$87,175</b>	<b>\$2,490</b>

**Table 2: Breakdown of Funding to Cover Grant Trip Costs**

	<b>TOTAL</b>	<b>PER STUDENT (assume 35)</b>
PARENT CONTRIBUTION	\$15,750	\$450
GRANT VALUE (approximate)	\$31,500	\$900
FUNDRAISING (target)	\$40,000	\$1,143
<b>TOTAL FUNDING</b>	<b>\$87,250</b>	<b>\$2,493</b>

Tables 3 and 4 below show the approximate breakdown of costs associated with a **non-grant** trip, and the corresponding breakdown of funds to raise those costs.

**Table 3: Typical Cost of Quebec Trip With No Grant**

	<b>TOTAL</b>	<b>PER STUDENT (assume 35)</b>
EF TOUR TRIP (example)	\$90,000	\$2,571
<b>TOTAL TRIP COSTS</b>	<b>\$90,000</b>	<b>\$2,571</b>

**Table 4: Breakdown of Funding to Cover Non-Grant Trip Costs**

	<b>TOTAL</b>	<b>PER STUDENT (assume 35)</b>
PARENT CONTRIBUTION	\$15,750	\$450
QB FUTURES (drawing from fund)	\$34,125	\$975
FUNDRAISING (target)	\$40,000	\$1,143
<b>TOTAL FUNDING</b>	<b>\$89,875</b>	<b>\$2,568</b>

## **Committee Structure:**

The Tennyson Quebec Futures Committee (the “Committee”) operates as a sub-committee of the Tennyson PAC. The Committee is to be comprised of no less than 5 members: 4 parents and 1 School Administrative Representative (not including Members at Large). Committee positions must include:

- **Chair** - Responsible for communicating with current Quebec years and administration. This should be a parent with past Quebec experience but not someone involved in the current Quebec trip year (i.e., not a parent of a Gr7 student).
- **Treasurer** – Manages the Tennyson Quebec Futures Fund bank account and assists in development of revised funding models to ensure that the TQFF remains viable yet satisfies the need to create a revenue sharing model with PAC.
- **Secretary** – Responsible for taking and distributing meeting minutes, ensuring that policy documents are kept up to date and made available to current Quebec years and the Tennyson PAC Website administration team.
- **Past Representatives** – Provides feedback from previous Quebec years, creates and keeps a log of past budgets, trip experiences, etc. and helps guide development of TQFF and volunteer programs.
- **Members at Large (no more than 4)** – assist in review and development of past and future programs with at least one parent from each of Gr5, Gr6 and Gr7.

## **Meeting Schedule:**

The Committee strives to meet at least 3 times each year. General meeting timing and objectives are as follows:

- Mid September
  - Review current committee membership, welcome new members, review finances, policies and ensure current Quebec Trip year has all the information they need for a successful start to their fundraising.
- November (first week)
  - Review any issues/concerns brought forth by the year about to travel.
  - Ensure that current fundraising year is on track for Winterfest.
- ONCE GRANT STATUS IS KNOWN (between Oct- Dec)
  - Review finances and current Gr 7 needs.
  - Work with PAC and Administration to ensure Gr7 students will document their trip and prepare a presentation for the student assembly and the next PAC meeting after their trip. This experience sharing will become a cornerstone of the outreach to and engagement of the Tennyson community and is a great way to thank those who supported the trip.

- January
  - Ensure current year is on track as they prepare to leave for Quebec.
  - Review current year finances and ask for contribution fees so that cyclical term deposits can be set up effectively.
  - Set date for post – trip student presentations for PAC meeting.
  
- April
  - Review plans for the Quebec visiting students. Review the past year and make recommendations and set goals for the next year. Prepare a financial report.
  - Review Committee membership for following year and recruit as necessary.
  
- June
  - Ensure current year is in the process of final reports and closing their bank account.
  - Review Fund financial structure and compare with current year’s fundraising to ensure contribution levels and financial targets remain viable.
  - Prepare and send out a note to the Gr5 year encouraging them to form their committee for their upcoming year and meet with them to review the “How To” manual and what to expect in their Gr 6 & 7 years. Recruit a Gr5 Quebec Futures representative.