



La Compagnie de danse folklorique Philippine de Montréal, Québec, Canada

PAMANA ng LuzViMinda

Philippine Folkloric Dance Company of Montreal, Quebec, Canada

FUNDRAISING GUIDELINES

The following guidelines are meant to track participation of all REGISTERED members of PAMANA during fundraising activities (includes Executive Board, Production Team, dancers/musicians & parents). Money raised by the members will be recorded under their family name. For future travelling, the money raised by each dancer will be credited to their airfare expenses.

After each fundraising event, a statement of account will be issued to each family.

All members must read the guidelines and sign the corresponding sheet to ensure that you have read the guidelines and will comply. (Members 15 years old and under must have a parent sign under their name).

- Flyering & Bagging events – The total amount collected will be divided by how many hours each member participated.
- Gala & Production (or other similar activities) – A dollar amount will be determined per ticket sold and a percentage of total ads solicited will be allocated to the appropriate family.
- Food fundraising – organized by the Parents' committee. Food donations are appreciated but a family can also be reimbursed for the expenses WITH a receipt. 50% of the money raised will remain with the Parents' committee and the other 50% PAMANA's general fund.
- Parent volunteers – Participation of parents during the certain events will be recorded. All REGISTERED parent members are requested to volunteer at events as much as possible. This excludes parents who are members of the Executive Board and Production Team.
- Funds raised per family will be applied for future trips abroad.
- Trips entirely funded by PAMANA or outside sources (ex. SEVEC exchanges), any money spent on food by the dancers or chaperones may be deducted from their family funds, ONLY when a receipt is provided after the trip. A limit per dancer per meal will be determined per trip.
- Members who are not able to travel on upcoming trips with PAMANA may do one the following:
 - Keep the funds under their name for future travels with PAMANA.
 - Transfer their funds to another member of PAMANA travelling abroad.
 - Transfer their funds to PAMANA's general fund.

- Performances do not fall under these guidelines.
 - Funds raised from performances will be recorded under the general fund (to cover general PAMANA expenses).
 - Reimbursement for gas expenses will be left under the discretion of the President and Director of Finances. The Artistic Director and Production are responsible for keeping a record of transportation.
- Workshops – On occasion, PAMANA is hired and paid to teach dances for certain events. In this case, funds raised will be recorded under the names of those who teach (ex. Dance Director and assistants).
- All members are encouraged to raise as much funds as possible. If the member is unable to raise enough funds to cover travel expenses and does not have the means to cover the remaining amount, a review of their activities in PAMANA outside of fundraising will be reviewed by the Executive Board.
- Other fundraising events will be determined on a case by case basis.
- Members who resign from PAMANA are not permitted to withdraw funds from the funds allocated to their name. They may either:
 - Transfer the funds to another PAMAMA member
 - Transfer the funds to to PAMANA's general fund

Funds raised by each family will only be applied to PAMANA related activities. The above guidelines are general and can be differ from one event to another.

These guidelines will be applied as of January 1st, 2011 and all members' funds will start at \$0.00.

For any questions or concerns, please consult the Director of Finances, Stella Romea or President, Veraida-Lyn Bermejo