

## **Casual Friday Fundraiser - Division Office Staff**

Prairie South Schools is a professional workplace; staff are expected to dress in a way that is appropriate for the workplace and the task of the day. If you have questions about appropriate dress, please consult your supervisor.

As a fundraiser for various charities, division office staff are provided the opportunity to dress more casually on Fridays. This is intended to be fun for the staff and is not intended to detract from the professionalism of the workplace.

If you choose to participate, you will be deducted \$5.00 per month from your pay. For employees receiving two pays per month, the deduction is \$2.50 per pay. The charities for each month will be determined on an annual basis by a committee of division office staff. These donations are combined office donations and are not eligible for personal charity receipts.

Please complete this form and send to:

**Payroll Department**  
**9<sup>th</sup> Avenue Office**  
**Fax: 306.694.4955**

- YES**, I want to donate to charities and participate in Casual Fridays.
- NO**, I do not wish to donate or participate in Casual Fridays.

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Employee Name (please print)

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Employee Signature

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Date