



**General Gordon Elementary School**



**INTRODUCTION TO PAC:  
Contributions to School, Roles,  
Events & Budget**

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### What is PAC?

PAC – Parent Advisory Council, is totally voluntarily run by Parents of the school and operates to a drawn up constitution. Every parent or guardian of a student enrolled in the school is automatically a member of the PAC and can vote on issues that come up. The PAC has an elected executive and numerous committees, who report to the rest of the parents.

PAC's functions include:

- helping parents navigate school issues,
- facilitating communication between the parents and staff or with outside organizations,
- organizing school events and fund raising functions,
- contributing funding (to supplement that provided by the School Board) to allow for as rounded education program as possible for our children.

### What does PAC do for the School?

General Gordon is fortunate to have a very active PAC, which has a great relationship of collaboration and support with the schoolteachers. Events run, and funds raised by PAC are essential to make General Gordon both a stronger inclusive and inviting community school, and one, which is better resourced for our children. Funds from government are ever decreasing so PAC is essential to raise the money to provide teachers with equipment and resources that enrich the experience for all children. Some of the vital resources that PAC provide include:

- Classroom supplies to aid teachers run more creative sessions
- Technical equipment such as smart boards & computers
- Library books & Rainy day games
- Music equipment & Gym equipment – balls, jump ropes, team bibs etc
- Some bigger ticket items such as playground equipment
- Special sensory equipment for special learning, which both special needs and all children benefit from e.g. seat cushions to help children keep still & focused.
- Extra learning experiences such as author visits music performances & educational shows which the children love and hugely benefit from.

Plus many other items determined between PAC & the schoolteachers.

## PAC ROLES

Role	PAC CHAIR & Co-CHAIR
Purpose:	Ensure continued Parental representation and support at General Gordon. Encourage a strong relationship between parents and teachers. Oversee all fundraising and social event committees.
Ideal Attributes:	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Strong communicator</li> </ul>
Key Responsibilities:	<ul style="list-style-type: none"> <li>• Organise &amp; run PAC meetings efficiently and inclusively.</li> <li>• Recruit grade 7 students for childcare during the meetings.</li> <li>• Identify appropriate speakers to attend the PAC meetings to educate parents on aspects of child development, or oversee committee organizing speakers.</li> <li>• Encourage wide parental participation to support the school</li> <li>• Able to listen to varying points of view, and gather general parent opinion on a project or issue.</li> <li>• Make decisions on what issues/projects to pursue and what to drop.</li> <li>• Able to oversee a vibrant, changing community of parent volunteers.</li> <li>• Represent PAC at appropriate functions.</li> <li>• Co- Support the Class Rep 101 meeting at the start of the year.</li> <li>• Attend First Day of School Coffee welcome.</li> <li>• Attend Kindergarten Orientation.</li> <li>• Advise communications manager on meeting announcements and other updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

Role	PAC SECRETARY
Purpose:	Record the minutes of the PAC meetings, maintain a formal record of the voting process for funds and operation of the PAC
Ideal Attributes:	<ul style="list-style-type: none"> <li>• Familiar with MS Word or other text program, and Speed typer</li> </ul>
Key Responsibilities:  2-3 hours a month	<ul style="list-style-type: none"> <li>• Attend PAC meetings and record the meeting minutes.</li> <li>• Forward the minutes to the PAC Chair and others for checking, then forward to the Communications manager for posting on the website and noticeboard.</li> <li>• Represent PAC at appropriate functions.</li> <li>• Advise communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	PAC TREASURER
<b>Purpose:</b>	Maintain the PAC budget & handling of all monies related to PAC as per the PAC mandate
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Book keeping skills</li> <li>• Familiar with software used for finances (currently Quicken).</li> </ul>
<b>Key Responsibilities:</b>  1-2 hours a week ave. More before and after large events such as the Spring Fling.	<ul style="list-style-type: none"> <li>• Attend PAC meetings and provide monthly updates on cashflow.</li> <li>• Maintain PAC Budget &amp; Cashflow</li> <li>• Advise on expenditure &amp; recommend where funds might be allocated.</li> <li>• Review Bank statements.</li> <li>• Write cheques for received invoices. Available to provide cheques to parents or staff for their expenses.</li> <li>• Collect cheques or money from school, recount (money should already be counted and rolled).</li> <li>• Bank cheques and money (write up in deposit book and take to TD bank on Broadway).</li> <li>• Apply for Gaming Grants (involves filling out online application).</li> <li>• Provide Gaming Commision with a year end financial report (filling out provided forms for all Gaming expenditures).</li> <li>• Organise floats for events and safe storage of ongoing float.</li> <li>• Represent PAC at appropriate functions.</li> <li>• Advise Communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>



	<ul style="list-style-type: none"><li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li></ul>
Key Responsibilities:	<ul style="list-style-type: none"><li>• Safe arrival</li><li>• Newsletter</li><li>• Hard Copy Calendar / Photos</li></ul>

<b>Role</b>	PAC, Volunteer Coordinator
<b>Purpose:</b>	Maintain a database of PAC volunteers for all events and distribute those names to lead coordinators in a timely manner prior to each event.
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Familiar with timing of PAC events through year</li> <li>• Happy to communicate with all PAC members</li> <li>• Attention to detail, highly accurate (email addresses have to be correct!)</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Design and compose the volunteer sign up sheet</li> <li>• Liaise with school Administrative Assistant to ensure distribution of volunteer sign-up / Safe Arrival Registration sheet along with the Student verification sheet</li> <li>• Assemble and maintain the volunteer database in September, using the returned volunteer sign-up sheets (currently in Excel).</li> <li>• Distribute email lists of parent volunteers to the lead co-ordinators of events as they occur through the year, or before if requested by the co-ordinator.</li> <li>• Distribute Safe Arrival Registration sheets from Parents to the Safe Arrival Co-ordinator.</li> <li>• Actively recruit new parents for the role, allowing for a training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	PAC Cash Cards Program Coordinator
<b>Purpose:</b>	Raise funds for PAC via bulk sale of Grocery Cards Target \$10,000
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Comfortable handling money</li> <li>• Able to meet at various times to distribute cards</li> <li>• Organized with attention to detail, highly accurate.</li> </ul>
<b>Key Responsibilities:</b>  1hr/week plus 4 hours once a month at each order time.	<ul style="list-style-type: none"> <li>• Co-ordinate with Progressive Fundraising and Safeway to define grocery card availability and percentage earnings</li> <li>• Customise Cash Card order chart received from Progressive Fundraising and update as necessary. Provide copies of up-to-date Cash Card order forms in school office and other sustainable locations for pick up by parents.</li> <li>• Distribute Cash Card order chart by monthly email to regular supporters, and Communications manager (for website posting)</li> <li>• Raise awareness of Cash Card program to parents, by hallway tables, posters, presence at events</li> <li>• Actively recruit new parents via Class Reps &amp; newsletter, website etc</li> <li>• Collect order forms and cheques from parents; order cards from Progressive Fundraising and Safeway; distribute cards to parents (typically once a month).</li> <li>• Work with treasurer to pay Progressive Fundraising and Safeway, and to deposit parents' cheques into PAC account.</li> <li>• Make an annual motion at PAC for a loan to facilitate bulk purchase of Safeway cards in late September.</li> <li>• Ensure safe storage of cards, e.g. work with school administrative assistant for storage in safe</li> <li>• Active recruitment of new parent for role when wishing to hand over, allowing for training period.</li> <li>• Advise communications manager on updates for the PAC website and/or newsletter.</li> </ul>

<b>Role</b>	Pop Corn Co-ordinator
<b>Purpose:</b>	Provision of fun healthy Friday snack for children that raises funds
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Comfortable working with children</li> <li>• Able to organize volunteers</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Receive list of volunteer parents from PAC Volunteer Coordinator</li> <li>• Ability to organize volunteers to man stand every Friday lunchtime</li> <li>• Maintain popcorn supplies – (Costco purchase or other bulk food supplier)</li> <li>• Train Popcorn sellers to use machine (15mins)</li> <li>• Assist with Popcorn stand set up at PAC events</li> <li>• Manage cash and deposit with Treasurer</li> <li>• Advise communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	Lost & Found Co-ordinator
<b>Purpose:</b>	Maintain an area in the Basement for School Lost and Found items. Donate left items at the end of term to charity.
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Regularly on school premises (3 x weekly)</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Keep Lost and found tidy / oversee volunteers</li> <li>• Oversee volunteers (if other parents are volunteering with lost and found). Sort and bag clothes at the end of term for donation</li> <li>• Take clothes to donation site, or oversee the task</li> <li>• Post newsletter announcements about Lost and Found clean up and donation at the end of each term (announcements need to start a month before the end of term)</li> <li>• Advise communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	Recycling Co-ordinator
<b>Purpose:</b>	Maintain an area in the Basement for Recyclable drink containers. Fundraiser for PAC that promotes recycling awareness with children.
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Regularly on school premises (3 x weekly)</li> <li>• Oversee a group of volunteers once a term for recycling pick up</li> </ul>
<b>Key Responsibilities:</b>  Approx 1 hr/week to tidy up area, plus 3hrs sorting & pick – up.	<ul style="list-style-type: none"> <li>• Keep Recycling area tidy</li> <li>• Receive list of volunteer parents from the communications manager before the first recycling pick up</li> <li>• Organise volunteers for recycling pick up at the end of each term</li> <li>• Book recycling pick up with “Go Green”</li> <li>• Post newsletter announcements about recycling &amp; deadlines, by liaising with Communications Manager</li> <li>• Co-ordinate sorting bagging &amp; counting of containers on pick up days.</li> <li>• Receive recycling profits and deposit with Treasurer.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	Safe Arrival Co-ordinator
<b>Purpose:</b>	Provide a program for children that walk to school to ensure they arrive safely. Alert parents if children don't arrive (never occurred to date!)
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Regular access to email, so late minute Volunteer scheduling changes</li> <li>• Oversee a group of volunteers</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Organise list of students in the Safe Arrival Program (elected from Safe Arrival sheet sent home to parents at start of year), received from PAC and Volunteer Co-ordinator.</li> <li>• Organise the schedule of volunteers for safe arrival.</li> <li>• Train volunteers in Safe Arrival Program.</li> <li>• Volunteers check; the attendance sheets from classrooms, late arrival sign in, Safe Arrival phone messages on voicemail in school office, and then cross check with Safe Arrival Program list for late or absent students.</li> <li>• For Safe Arrival Program students that are absent without notice and have not signed in late, a call must be made to their parents.</li> <li>• Be on call (by email) to arrange back up volunteers if necessary</li> <li>• Advise Communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	School Garden Co-ordinator
<b>Purpose:</b>	Keeping the school grounds attractive over and above the general maintenance performed by the School board.
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Enjoys outdoor environment</li> <li>• Basic knowledge of seasonal maintenance of garden beds.</li> <li>• Oversee a group of volunteers to maintain gardens</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Receive list of volunteers from PAC &amp; Volunteer Co-ordinator</li> <li>• Organise seasonal (usually twice a year) garden clean up, trimming. (Volunteers bring own gardening tools)</li> <li>• General maintenance of garden fences installed by parents.</li> <li>• If desired addition of plants to garden beds.</li> <li>• Over see Spring Fling and plant sales run by PAC.</li> <li>• Liaise with PAC treasurer on plant supplies / sale of plants as required.</li> <li>• Advise Communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	School Planning Council Representative
<b>Purpose:</b>	Provide parental perspective and input to the annual School Plan submitted by the principal to the school board.
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Understand statistics</li> <li>• Interest in education</li> <li>• Awareness of school activities / PAC support of educational goals.</li> </ul>
<b>Key Responsibilities:</b>  2hr Meeting prep, 4hr meeting (over meal), presentation of findings to PAC	<ul style="list-style-type: none"> <li>• Review school Plan and Surveys received from the Principal.</li> <li>• Attend planning evening</li> <li>• Review draft Plan and provide feedback on school goals.</li> <li>• Sign off School Plan</li> <li>• Advise Communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	DPAC / BCC PAC Representative
<b>Purpose:</b>	Receive updates from DPAC / BCC PAC meetings and report updates to General Gordon PAC.
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Interest in District and Provincial PAC affairs</li> </ul>
<b>Key Responsibilities:</b>  Monthly DPAC meetings	<ul style="list-style-type: none"> <li>• Attend DPAC meetings and receive correspondence on updates</li> <li>• Attend General Gordon PAC and provide updates.</li> <li>• Advise Communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role</b>	Kits High School Liaison
<b>Purpose:</b>	Participate in Kitsilano High school PAC and report relevant updates to General Gordon PAC.
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Child attending Kitsilano High school or have a strong connection and with a child in attendance at General Gordon</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend Kitsilano High School PAC meetings</li> <li>• Attend General Gordon PAC meetings</li> <li>• Advise Communications manager on updates for the PAC website and/or newsletter.</li> <li>• Actively recruit new parents for the role, allowing for training period, when wishing to hand over the role.</li> </ul>

<b>Role:</b>	CLASS REP – Grade K
<b>Purpose:</b>	Key communication conduit between teacher, PAC & Parents of class
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Happy to approach / talk to parents in class</li> <li>• Able to liaise with Teacher &amp; PAC</li> <li>• Comfortable communicating via email</li> <li>• Able to attend bi –monthly rep meeting</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend REP 101 introduction meeting at start of school year</li> <li>• Compile email list of class parents, incorporating emails received from PAC Volunteer Coordinator</li> <li>• Communicate with teacher as required to send information to parents regarding field trips, class work support if required</li> <li>• Forward occasional PAC event information to all parents</li> <li>• Initiate welcoming of new students and their families to the class, add them to the class email list.</li> <li>• Inform the communications manager of new students to ensure they start to receive the newsletter by email and/or paper copies, as desired.</li> <li>• Attend bi-monthly class rep meeting to liaise with PAC &amp; other class reps / share ideas</li> <li>• Identify volunteers to support PAC fundraising activities from parents in class.</li> <li>• Organize thank you gift / donation in May from parents for teachers at end of year.</li> <li>• Promote Store cash cards to parents “No Brainer fundraiser” – Target to get minimum of 3 parents in class using cards</li> </ul>
<b>Grade Specific:</b>	<ul style="list-style-type: none"> <li>• Working with PAC Chair, Co-ordinate or Identify volunteers from class to manage the Kindergarten Orientation at the beginning of the following year.</li> <li>• <b>Other Roles - Recycling, Lost &amp; Found</b></li> </ul>

<b>Role:</b>	CLASS REP – Grade 1
<b>Purpose:</b>	Key communication conduit between teacher, PAC & Parents of class
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Happy to approach / talk to parents in class</li> <li>• Able to liaise with Teacher &amp; PAC</li> <li>• Comfortable communicating via email</li> <li>• Able to attend bi-monthly rep meeting</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend REP 101 introduction meeting at start of school year</li> <li>• Compile email list of class parents, incorporating emails received from PAC Volunteer Coordinator</li> <li>• Communicate with teacher as required to send information to parents regarding field trips, class work support if required</li> <li>• Forward occasional PAC event information to all parents</li> <li>• Initiate welcoming of new students and their families to the class, add them to the class email list.</li> <li>• Inform the communications manager of new students to ensure they start to receive the newsletter by email and/or paper copies, as desired.</li> <li>• Attend bi-monthly class rep meeting to liaise with PAC &amp; other class reps / share ideas</li> <li>• Identify volunteers to support PAC fundraising activities from parents in class.</li> <li>• Organize thank you gift / donation in May from parents for teachers at end of year.</li> <li>• Promote Store cash cards to parents “No Brainer fundraiser” – Target to get minimum of 3 parents in class using cards</li> </ul>

Grade Specific:	<ul style="list-style-type: none"><li>• Working with PAC Chair, Co-ordinate or Identify volunteers from class to manage the <b>Coffee for parents</b> on the first day of the following year.</li><li>• Welcome BBQ</li><li>• Other Roles - Recycling, Lost &amp; Found</li></ul>
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<b>Role</b>	CLASS REP – Grade 2
<b>Purpose:</b>	Key communication conduit between teacher, PAC & Parents of class
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Happy to approach / talk to parents in class</li> <li>• Able to liaise with Teacher &amp; PAC</li> <li>• Comfortable communicating via email</li> <li>• Able to attend bi –monthly rep meeting</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend REP 101 introduction meeting at start of school year</li> <li>• Compile email list of class parents, incorporating emails received from PAC Volunteer Coordinator</li> <li>• Communicate with teacher as required to send information to parents regarding field trips, class work support if required</li> <li>• Forward occasional PAC event information to all parents</li> <li>• Initiate welcoming of new students and their families to the class, add them to the class email list.</li> <li>• Inform the communications manager of new students to ensure they start to receive the newsletter by email and/or paper copies, as desired.</li> <li>• Attend bi-monthly class rep meeting to liaise with PAC &amp; other class reps / share ideas</li> <li>• Identify volunteers to support PAC fundraising activities from parents in class.</li> <li>• Organize thank you gift / donation in May from parents for teachers at end of year.</li> <li>• Promote Store cash cards to parents “No Brainer fundraiser” – Target to get minimum of 3 parents in class using cards</li> </ul>
<b>Grade Specific:</b>	<ul style="list-style-type: none"> <li>• Sports Day,</li> <li>• Terry Fox Run,</li> <li>• Other Roles – Popcorn</li> </ul>

<b>Role</b>	CLASS REP – Grade 3
<b>Purpose:</b>	Key communication conduit between teacher, PAC & Parents of class
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Happy to approach / talk to parents in class</li> <li>• Able to liaise with Teacher &amp; PAC</li> <li>• Comfortable communicating via email</li> <li>• Able to attend bi-monthly rep meeting</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend REP 101 introduction meeting at start of school year</li> <li>• Compile email list of class parents, incorporating emails received from PAC Volunteer Coordinator</li> <li>• Communicate with teacher as required to send information to parents regarding field trips, class work support if required</li> <li>• Forward occasional PAC event information to all parents</li> <li>• Initiate welcoming of new students and their families to the class, add them to the class email list.</li> <li>• Inform the communications manager of new students to ensure they start to receive the newsletter by email and/or paper copies, as desired.</li> <li>• Attend bi-monthly class rep meeting to liaise with PAC &amp; other class reps / share ideas</li> <li>• Identify volunteers to support PAC fundraising activities from parents in class.</li> <li>• Organize thank you gift / donation in May from parents for teachers at end of year.</li> <li>• Promote Store cash cards to parents “No Brainer fundraiser” – Target to get minimum of 3 parents in class using cards</li> </ul>
<b>Grade Specific:</b>	<ul style="list-style-type: none"> <li>• Co-ordinate the Class Rep 101 meeting for the following year</li> <li>• Other Roles – School Gardens</li> </ul>

<b>Role</b>	CLASS REP – Grade 4
<b>Purpose:</b>	Key communication conduit between teacher, PAC & Parents of class
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Happy to approach / talk to parents in class</li> <li>• Able to liaise with Teacher &amp; PAC</li> <li>• Comfortable communicating via email</li> <li>• Able to attend bi –monthly rep meeting</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend REP 101 introduction meeting at start of school year</li> <li>• Compile email list of class parents, incorporating emails received from PAC Volunteer Coordinator</li> <li>• Communicate with teacher as required to send information to parents regarding field trips, class work support if required</li> <li>• Forward occasional PAC event information to all parents</li> <li>• Initiate welcoming of new students and their families to the class, add them to the class email list.</li> <li>• Inform the communications manager of new students to ensure they start to receive the newsletter by email and/or paper copies, as desired.</li> <li>• Attend bi-monthly class rep meeting to liaise with PAC &amp; other class reps / share ideas</li> <li>• Identify volunteers to support PAC fundraising activities from parents in class.</li> <li>• Organize thank you gift / donation in May from parents for teachers at end of year.</li> <li>• Promote Store cash cards to parents “No Brainer fundraiser” – Target to get minimum of 3 parents in class using cards</li> </ul>

Grade Specific:

- Winter Fair
- Other Roles – Safe Arrival Program

<b>Role</b>	CLASS REP – Grade 5
<b>Purpose:</b>	Key communication conduit between teacher, PAC & Parents of class
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Happy to approach / talk to parents in class</li> <li>• Able to liaise with Teacher &amp; PAC</li> <li>• Comfortable communicating via email</li> <li>• Able to attend bi –monthly rep meeting</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend REP 101 introduction meeting at start of school year</li> <li>• Compile email list of class parents, incorporating emails received from PAC Volunteer Coordinator</li> <li>• Communicate with teacher as required to send information to parents regarding field trips, class work support if required</li> <li>• Forward occasional PAC event information to all parents</li> <li>• Initiate welcoming of new students and their families to the class, add them to the class email list.</li> <li>• Inform the communications manager of new students to ensure they start to receive the newsletter by email and/or paper copies, as desired.</li> <li>• Attend bi-monthly class rep meeting to liaise with PAC &amp; other class reps / share ideas</li> <li>• Identify volunteers to support PAC fundraising activities from parents in class.</li> <li>• Organize thank you gift / donation in May from parents for teachers at end of year.</li> <li>• Promote Store cash cards to parents “No Brainer fundraiser” – Target to get minimum of 3 parents in class using cards</li> </ul>
<b>Grade Specific:</b>	<ul style="list-style-type: none"> <li>• Winter Charity Drive</li> <li>• Teachers Appreciation Lunch</li> </ul>

<b>Role</b>	CLASS REP – Grade 6
<b>Purpose:</b>	Key communication conduit between teacher, PAC & Parents of class
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Happy to approach / talk to parents in class</li> <li>• Able to liaise with Teacher &amp; PAC</li> <li>• Comfortable communicating via email</li> <li>• Able to attend bi –monthly rep meeting</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend REP 101 introduction meeting at start of school year</li> <li>• Compile email list of class parents, incorporating emails received from PAC Volunteer Coordinator</li> <li>• Communicate with teacher as required to send information to parents regarding field trips, class work support if required</li> <li>• Forward occasional PAC event information to all parents</li> <li>• Initiate welcoming of new students and their families to the class, add them to the class email list.</li> <li>• Inform the communications manager of new students to ensure they start to receive the newsletter by email and/or paper copies, as desired.</li> <li>• Attend bi-monthly class rep meeting to liaise with PAC &amp; other class reps / share ideas</li> <li>• Identify volunteers to support PAC fundraising activities from parents in class.</li> <li>• Organize thank you gift / donation in May from parents for teachers at end of year.</li> <li>• Promote Store cash cards to parents “No Brainer fundraiser” – Target to get minimum of 3 parents in class using cards</li> </ul>
<b>Grade Specific:</b>	<ul style="list-style-type: none"> <li>• <b>Book Fair</b></li> </ul>

<b>Role</b>	CLASS REP – Grade 7
<b>Purpose:</b>	Key communication conduit between teacher, PAC & Parents of class
<b>Ideal Attributes:</b>	<ul style="list-style-type: none"> <li>• Happy to approach / talk to parents in class</li> <li>• Able to liaise with Teacher &amp; PAC</li> <li>• Comfortable communicating via email</li> <li>• Able to attend bi –monthly rep meeting</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend REP 101 introduction meeting at start of school year</li> <li>• Compile email list of class parents, incorporating emails received from PAC Volunteer Coordinator</li> <li>• Communicate with teacher as required to send information to parents regarding field trips, class work support if required</li> <li>• Forward occasional PAC event information to all parents</li> <li>• Initiate welcoming of new students and their families to the class, add them to the class email list.</li> <li>• Inform the communications manager of new students to ensure they start to receive the newsletter by email and/or paper copies, as desired.</li> <li>• Attend bi-monthly class rep meeting to liaise with PAC &amp; other class reps / share ideas</li> <li>• Identify volunteers to support PAC fundraising activities from parents in class.</li> <li>• Organize thank you gift / donation in May from parents for teachers at end of year.</li> <li>• Promote Store cash cards to parents “No Brainer fundraiser” – Target to get minimum of 3 parents in class using cards</li> </ul>
<b>Grade Specific:</b>	<ul style="list-style-type: none"> <li>• <b>Graduation Event</b></li> </ul>

**EVENTS**

<b>EVENT</b>	PAC Meetings				
Date	Last Monday of month	Location	Library	Funding Target \$	Sign off on funding
Purpose	Forum for parents to meet, discuss and receive an update on current school activities and affairs. Opportunity for the Principal to gain PAC opinion on current schooling structure & direction. Agree priorities for PAC funding expenditure & enjoy education on topics of interest.			Audience	All parents and caregivers with children at the school are voting members of PAC. Also attended by the Principal / school staff
PAC Lead	PAC Chair			Support Volunteers	Co-chair, secretary, treasurer
<b>Volunteer Input Required</b>					
<b>Activity</b>					<b>Timing</b>
<ul style="list-style-type: none"> <li>Recruiting speakers &amp; actions necessary to ensure attendance at PAC</li> <li>Gathering topics for PAC meetings. Confirm with Principal &amp; all PAC roles on topics to be covered in meetings.</li> <li>Organize baby sitters</li> <li>Organize refreshments for meetings</li> <li>Post notices to advertise PAC meetings on front Hallway Calendar, newsletter &amp; around school, through liaising with the Communications Manager.</li> </ul>					<ul style="list-style-type: none"> <li>4-10 hours a month, depending on the PAC meeting topics</li> </ul>

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| <ul style="list-style-type: none"><li>• <a href="#">Post minutes on website &amp; on bulletin board next to front Hallway</a></li></ul> |  |
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<b>EVENT</b>	Spring Fling *				
Date	Spring weekend (currently Saturday prior to mothers day)	Location	School grounds	Funding Target \$	6000 +
Purpose	Community fair for the school and surrounding community & PAC fundraiser.			Audience	All parents, caregivers & children of school & local community
PAC Lead	Spring Fling Co-ordinator			Support Volunteers	Treasurer Class Reps. Co-ordinators of committees involved in the Spring Fling. Other Spring Fling parent volunteer organizers. Principal and teachers.
Volunteer Input Required					
Activity					Timing

<ul style="list-style-type: none"> <li>• Receive list of Spring Fling Coordinator volunteers from PAC Volunteer Co-ordinator</li> <li>• Co-ordinate event, providing direction to all organizers &amp; Class Reps</li> <li>• Recruit volunteers (advertise &amp; post lists), via the Communications Manager to post in the newsletter and on the website, and via class reps</li> <li>• Direct poster designer on style and content of poster</li> <li>• Advertise, including newsletter, website &amp; posters around neighborhood.</li> <li>• Arrange ticket table with Treasurer to manage handling during the event and cash deposit</li> <li>• Arrange BBQ</li> <li>• Arrange Auctions (If gambling, require a gambling license with Treasurer. Silent Auction does not require a license)</li> <li>• Co-ordinate with teachers, parents and students running events e.g Cake Walk, Skipping, Karate, rummage sale, craft tables and games</li> <li>• Arrange Music / other games and entertainment</li> <li>• Arrange Plant sale</li> <li>• Co-ordinate with Treasurer to write cheques for all expenditure and any licenses required for gambling events.</li> <li>• Oversee event on the day</li> <li>• Work with treasurer to document &amp; deposit all earnings, including gambling license follow up.</li> <li>• Oversee writing of thank you letters to individuals and businesses that donated time and/or items for the event</li> <li>• Post event review</li> </ul>	<ul style="list-style-type: none"> <li>• 300-500 volunteer hours total: divide between volunteers as much as possible. Starting 2 months before the event, mostly the week of the event, and running until a week after the event.</li> </ul>
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<b>EVENT</b>	Direct Donation *				
Date	October	Location	Letter sent to parents	Funding Target \$	10,000+
Purpose	PAC fundraiser			Audience	All parents & caregivers with children at the school
PAC Lead	Direct Donation Co-ordinator			Support Volunteers	Treasurer PAC Chair, Parent Volunteer for chart graphics
<b>Volunteer Input Required</b>					
<b>Activity</b>					<b>Timing</b>
<ul style="list-style-type: none"> <li>• Co-ordinate with the Principal &amp; PAC to compose the teachers “wishlist” &amp; desired items for funding, e.g. school play ground, technology equip, resources for music &amp; library. Keep in mind wishes that have been made several years in a row.</li> <li>• Compose &amp; distribute letter/ newsletter to parents mentioning items requiring funding</li> <li>• Make &amp; post donation progress chart in main hallway</li> <li>• Receive &amp; document all donations</li> <li>• Update progress chart</li> <li>• Co-ordinate with PAC treasurer to forward cheques to the school board to obtain tax</li> </ul>					<ul style="list-style-type: none"> <li>• 40 hours total</li> </ul>

receipts.

- If required assist teachers in prompt purchase of wish list items (note funded from previous years donation & spring fling funds).
- Receive Cheque in February from school board and forward to Treasurer for deposit.

<b>EVENT</b>	<b>Book Fair</b>				
<b>Date</b>	October (possibly also spring)	<b>Location</b>	Gym	<b>Funding Target \$</b>	1000+
<b>Purpose</b>	Fund raiser for the Library and reading promotion			<b>Audience</b>	Families & teachers
<b>PAC Lead</b>	Book Fair Co-ordinator			<b>Support Volunteers</b>	Treasurer, PAC volunteers, Students Librarian
<b>Volunteer Input Required</b>					
<b>Activity</b>					<b>Timing</b>
<ul style="list-style-type: none"> <li>• Work with scholastic to settle on a date and book inventory for fair</li> <li>• Work with scholastic to settle on a date and book inventory for fair</li> <li>• Advertise &amp; announce event in the newsletter and on the website, by liaising with the Communications Manager</li> <li>• Receive list of parent Volunteers from PAC Volunteer Coordinator If needed, recruit more parents, in the newsletter and on the website, via the Communications Manager</li> <li>• Recruit students to work with parent volunteers</li> <li>• Book gym for period of fair</li> <li>• Receive and set up books</li> <li>• Oversee event</li> <li>• Work with treasurer to document &amp; deposit all earnings, including gambling license follow up.</li> </ul>					<ul style="list-style-type: none"> <li>• 20 hours, mostly the week of the fair. Start at least a month prior to communicate with Scholastic</li> </ul>

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| <ul style="list-style-type: none"><li>• Pack up &amp; return books to Schoolastics</li><li>• Co-ordinate with Librarian and Treasurer on funds available for Library.</li></ul> |  |
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<b>EVENT</b>	<b>Winter Fair</b>				
<b>Date</b>	December (same day as holiday concert), after school.	<b>Location</b>	School Hallways	<b>Funding Target \$</b>	1000+
<b>Purpose</b>	To add to the festivities of the School concert and a fundraiser			<b>Audience</b>	All parents & caregivers with children at the school
<b>PAC Lead</b>	Winter Fair Co-ordinator			<b>Support Volunteers</b>	PAC volunteers
<b>Volunteer Input Required</b>					
<b>Activity</b>					<b>Timing</b>
<ul style="list-style-type: none"> <li>• Receive list of Volunteers from PAC Volunteer Co-ordinator</li> <li>• Liase with Communications Managar to post the event details in newsletter and on website and (if needed) request for parent volunteer help.Co-ordinate with Volunteer coordinator to recruit volunteers to man event</li> <li>• Organise coffee sales</li> <li>• Co-ordinate presentation and sales of baked goods</li> <li>• Co-ordinate with Popcorn co-ordinator on possible pop corn sales</li> <li>• Work with treasurer to document &amp; deposit all earnings.</li> <li>• Oversee PAC sales of baked goods, coffee, pop corn etc</li> </ul>					<ul style="list-style-type: none"> <li>• 10-12 hours total, mostly on the day, starting at least 2 weeks prior to the event</li> </ul>

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| <ul style="list-style-type: none"><li>• Co-ordinate with Principal &amp; Students for the set up and sales of Student Crafts at the faire</li></ul> |  |
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<b>EVENT</b>					
Terry Fox Run					
<b>Date</b>	Fall (End of Sept)	<b>Location</b>	Blocks between Gordon & Bayview Elementary along 6 <sup>th</sup> & 7 <sup>th</sup> Aves	<b>Funding Target \$</b>	0
<b>Purpose</b>	Community sports event to promote fitness, celebrating Canadian Hero Terry Fox			<b>Audience</b>	Gordon Students
<b>PAC Lead</b>	Terry Fox Run Co-ordinator			<b>Support Volunteers</b>	PAC volunteers, Teachers coordinating the run
<b>Volunteer Input Required</b>					
<b>Activity</b>					<b>Timing</b>
<ul style="list-style-type: none"> <li>• Liase with the Communications Manager to post the event in the newsletter.</li> <li>• Receive list of Volunteers from PAC Volunteer Co-ordinator and assign volunteers to street corners.</li> <li>• Post event and Volunteer posts on Hall way calendar, and if needed liase with Communications Manager to request parent help in the school newsletter and on the website</li> <li>• Present on day (ideally with a bike) to check all volunteers in place and communicate when students are completed. (Might use walkie talkies)</li> <li>• Sequentially remove parent volunteers from the furthest corners as 3pm approaches, so that all students have time to run/walk back to their classrooms before the end of the school day.</li> </ul>					<ul style="list-style-type: none"> <li>• About 4 hours, mostly on the day starting two weeks before.</li> </ul>

EVENT	Sports Day				
<b>Date</b>	Mid May (2 Weeks after Spring Fling) before the long weekend.	<b>Location</b>	School Grounds	<b>Funding Target \$</b>	0
<b>Purpose</b>	Provide snack for participating students and High School Volunteers			<b>Audience</b>	Students
<b>PAC Lead</b>	Sports Day Co-ordinator			<b>Support Volunteers</b>	PAC Volunteers, Staff co-ordinating the event
Volunteer Input Required					
Activity					Timing
<ul style="list-style-type: none"> <li>• Receive list of Volunteers from PAC Volunteer Co-ordinator and assign volunteers to snack duties.</li> <li>• Liase with Communications Managar to post request for help in newsletter and on website if needed.</li> <li>• Oversee purchase of snacks (order mini muffins from Absolute Sugar Bakery &amp; Freezies from Costco). One muffin and half a freezie for each student. One muffin and one freezie for about 40 high school volunteers.</li> <li>• Ensure that the freezies are put into a deep freeze at least a week before the event for complete freezing</li> <li>• Communicate with Treasurer for PAC funds from Gaming Grant</li> </ul>					<ul style="list-style-type: none"> <li>• 4 or 5 hours total</li> </ul>

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| <ul style="list-style-type: none"><li>• Assemble list of divisions and number of students per division from School Administrative Assistant.</li><li>• Prepare a box labelled with division and number of students for each division.</li><li>• Oversee packaging &amp; distribution of snacks into boxes for each division on day.</li></ul> |  |
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<b>EVENT</b>	<b>Teacher / Staff Appreciation Lunch</b>				
<b>Date</b>	Early June	<b>Location</b>	Staff Room	<b>Funding Target \$</b>	0
<b>Purpose</b>	Thank you luncheon for the work of Teacher and Staff for our children.			<b>Audience</b>	Teacher & Staff
<b>PAC Lead</b>	Staff Appreciation Lunch Co-ordinator			<b>Support Volunteers</b>	PAC Volunteers
<b>Volunteer Input Required</b>					
<b>Activity</b>				<b>Timing</b>	
<ul style="list-style-type: none"> <li>• Receive list of Volunteers from PAC Volunteer Coordinator and request assistance to bring dishes / set up / clean up.</li> <li>• Liase with Communications Managar to post dish donations (and set up help if needed) in newsletter and on website.</li> <li>• Oversee dish donations to ensure a balanced meal is available.</li> <li>• Purchase supplement dishes if required.</li> <li>• Liaise with Treasurer on PAC payment for any purchases as needed.</li> <li>• Co-ordinate table arrangements and presentation / clean up.</li> </ul>				<ul style="list-style-type: none"> <li>• 5 hours total, mostly on the day</li> </ul>	

<b>EVENT</b>	<b>Winter Charity Drive</b>				
<b>Date</b>	End of winter term (Early Dec)	<b>Location</b>	In Class Rooms	<b>Funding Target \$</b>	0
<b>Purpose</b>	Community event to raise awareness of Local Charity needs by collecting items related to the theme of the Winter Drive e.g. Food Bank, Christmas Bureau			<b>Audience</b>	Parents & Students
<b>PAC Lead</b>	Winter Charity Drive Co-ordinator			<b>Support Volunteers</b>	PAC Volunteers
<b>Volunteer Input Required</b>					
<b>Activity</b>					<b>Timing</b>
<ul style="list-style-type: none"> <li>• Receive list of Volunteers from PAC Volunteer Co-ordinator and assign volunteers to appropriate duties.</li> <li>• Determine target Charities &amp; Winter Charity Drive Theme, (Confirm requirements with each Charity)</li> <li>• Liase with Communications Managar to post Charity Drive announcement in newsletter and on website.</li> <li>• If needed, recruit more parents, in the newsletter and on the website, via the Communications Manager</li> <li>• Communicate with Class Reps to advertise and promote collection of donations.</li> <li>• Organize placement of collection boxes in each classroom.</li> <li>• Collect boxes and deliver to appropriate charities.</li> </ul>					<ul style="list-style-type: none"> <li>• 10 hours total, mostly during the week (s) of the drive</li> </ul>

<b>EVENT</b>	<b>Welcome BBQ</b>				
<b>Date</b>	September	<b>Location</b>	School Grounds	<b>Funding Target \$</b>	0
<b>Purpose</b>	Provide food for the Welcome BBQ			<b>Audience</b>	Parents, Students & Teachers
<b>PAC Lead</b>	Welcome BBQ Co-ordinator			<b>Support Volunteers</b>	Parent Volunteers
<b>Volunteer Input Required</b>					
<b>Activity</b>					<b>Timing</b>
<ul style="list-style-type: none"> <li>• Receive list of Volunteers from PAC Volunteer Co-ordinator and assign volunteers to appropriate duties.</li> <li>• Liase with Communications Managar to post the event in the newsletter and on the website, and to request potluck dishes.</li> <li>• If needed, post in the newsletter and on the website for parent help with running the BarBQ. Co-ordinate BBQ set up / cooking / clean up.</li> <li>• Co-ordinate receiving and set up of Pot Luck Dishes</li> </ul>					<ul style="list-style-type: none"> <li>• 8hrs total, mostly on the day</li> </ul>

<b>EVENT</b>	<b>Grade 7 Graduation Ceremony</b>				
<b>Date</b>	Mid June	<b>Location</b>	School Gym	<b>Funding Target \$</b>	0
<b>Purpose</b>	PAC organizes food & decorations for the Graduation Ceremony for Grade 7 students			<b>Audience</b>	Grade 7 Students
<b>PAC Lead</b>	Graduation Ceremony Co-ordinator			<b>Support Volunteers</b>	Parent Volunteers Principal
<b>Volunteer Input Required</b>					
<b>Activity</b>					<b>Timing</b>
<ul style="list-style-type: none"> <li>• Work with Principal to plan the event.</li> <li>• Receive list of Volunteers from PAC Volunteer Co-ordinator and assign volunteers to appropriate duties.</li> <li>• Communicate with class reps for recruiting parent volunteers.</li> <li>• Co-ordinate decoration, food &amp; presentations as needed.</li> <li>• Communicate with Treasurer for PAC funds from Gaming Grant.</li> </ul>					<ul style="list-style-type: none"> <li>• About 25 hours spread between all volunteers</li> </ul>

## PAC Budget

Budget to be inserted