

# Ecole élémentaire James Whiteside Elementary School PAC Newsletter



## WHITESIDE PAC ANNUAL GENERAL MEETING (AGM):

Please join us for the Whiteside PAC AGM on **June 8, 2017 6:30 PM – 8:00 PM**. The AGM will be held in the library and childminding will be provided. Elections for the 2017-2018 school year are to occur at this meeting; if you would like a say in what items get funded next year and what events are organized please consider attending this meeting and even running for one of the PAC positions.

## WHAT DOES WHITESIDE PAC DO?:

In the past, the PAC have fundraised for a new playground, water bottle filling station, scoreboard, and technology upgrades just to name a few things. The PAC also raises \$3,000 in classroom support funds each school year.

Events PAC has assisted with in the past include:

- Meet the Teacher evening
- Halloween Party
- Hot lunch sessions – includes pizza, A&W, Subway, Asian themed food, sushi and treat days
- Movie Nights
- Hot Chocolate and Freezie Sales
- Cash for Clothes fundraiser
- Gift Card fundraiser
- Christmas Purdy's Chocolate and poinsettia's fundraisers
- Spring Fair (every two years)
- Spring Plant fundraiser
- Spirit Days

## PAC POSITIONS:

Please take time to consider assisting the PAC - either by joining the executive team, attending PAC meetings, or volunteering time to assist with the planning and running various PAC events throughout the year. Volunteer positions on the PAC include:

- **Co-Chairs\***: sets an agenda for each meeting, chairs & directs the meeting, acts as a signing authority for the PAC, reviews & responds to incoming mail
- **Treasurer\***: maintains and updates records of PAC finances; deposits funds raised into PAC account; disburse authorized funds; submits gaming account summary report to BC Gaming Policy and Enforcement; assist with any financial audits
- **Secretary\***: records & distributes minutes of each meeting, reviews & responds to incoming mail, assists with newsletters to communicate items to parents
- **Richmond District Parents Association (RDPA) Representative** - attends monthly District Parent Advisory Council (DPAC) meetings for the Richmond School District and report back to the Whiteside PAC any items of interest relating to Richmond schools, the School Board and PACs.
- **Hot lunch Coordinator(s) & volunteers**: implement a hot lunch plan for the year (3 sessions), set up food orders online, enter paper orders into the system, place food orders with third party vendors, organize grocery runs for non-vendor food items, distribute food on day of and conduct cash sales for other items, assist with ensuring items available, as requested, for concession sales at various events
- **Fundraising Coordinator(s) & event volunteers**: select fundraising activities, implement a fundraising plan for the year, organize volunteers to collect donations and run events
- **Early Warning Coordinator & volunteers**: organizes volunteers who check the Early Warning messages to determine children not in attendance and to assist with calling parents to verify child's whereabouts if not present unknown every school day morning. Approximately 20-30 minutes per volunteer day.
- **Classroom Parent(s)**: collect parent email addresses for the class, forward PAC information emails, and provide assistance to teachers in organizing field trip drivers (if required).
- **Members-at-Large**: attend PAC meetings; and provide assistance when required such as shopping in advance for supplies.
- **Other volunteers**: assist the library, decorate the hallway for events, photocopy and distribute newsletters, and other tasks to be completed during the school day.

*\*Elected positions.*

The monthly PAC meetings, usually held one weekday evening, typically last 1½ to 2 hours.

## STAYING CONNECTED:

Email whitesidepac@hotmail.com. Follow us on Twitter and Facebook. Check the PAC section of the school's website for updates.