Parent Advisory Council Handbook

Month, Year

[Your School Logo Here]

Welcome to [YOUR SCHOOL NAME] Parent Advisory Council (PAC).

This is a template version of a PAC Handbook that you can customize for your school created and credited to Andrea Hladik of Eagle Habour’s PAC.

Step 1: Save a duplicate copy of this template on your PAC drive and rename accordingly.

Step 2: Customize! Highlighted text will help guide you.

* Keep this document **simple and short** and put the nuanced role specific details in the Role Hand Off Guides (separate template). Oh and delete this slide.
* Ask each executive and committee member to complete their specific template so one person is not doing everything. Or simply remove the links and keep the handbook as a general overview.

Step 3: Email to new PAC members as a PDF as a welcome and introduction to your PAC.

**This handbook has two goals:**

1. **Provide direction on where to find EXISTING PAC information; we don’t need to recreate the wheel**
2. **Provide direction on where to find SPECIFIC information on our school’s PAC operations**

We promise we won’t ask you to read the School Act, we just want to give you the right information so you can take on your role as efficiently and effectively as possible while still having a life outside of PAC.

We hope this saves you time and energy and ultimately makes your experience as a PAC member more enjoyable.

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**\*Pro Tip**: You will see A LOT OF LINKS in this document! The links help us avoid making your eyes glaze over with a 108 page manual.

We recommend you read through the Handbook in its entirety first and then do your deep dive with each link when you have time / need the details.

***\*HELP!*** *If any links are out of date, let your PAC Secretary and Chair know so we can keep this up to date! Thank you!*

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**\*Pro Tip**: The first year is the busiest and can feel overwhelming as you familiarize yourself with your new role.

Once you settle in, the role really only takes a handful of hours every month, unless you want to do more.

So if you are feeling overwhelmed as you read this, please know it is not as complicated as it looks!

1. General Information

**Let’s start at the beginning; what is a PAC?**

Who’s in it? What does it do? We could write it all out but it’s also available on our [LINK TO YOUR PAC WEBPAGE ON SCHOOL WEBSITE].

**I’m fascinated, tell me more!**

Really? Okay, visit this helpful resource for a full deep dive [BCCPAC Leadership Manual](https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual)

**Okay that was too much information.**

Fair. Okay this pre recorded webinar is helpful [Understanding PACs from A-Z and Why they are Important for Families](https://bccpac.bc.ca/index.php/resources/16-dpac-pac/1086-2022-pac-a-to-z).

**What is the BCCPAC anyway?**

The [British Columbia Confederation of Parent Advisory Councils](https://bccpac.bc.ca/index.php) (BCCPAC) is a registered non-profit and non-partisan charity and is the collective voice of parents on educational issues within the public system.

It is membership based renewed annually (cost is $75 and fees are covered under Gaming Grant - more info on that under Grants section).

**\*Pro Tip**: The [BCCPAC website](https://bccpac.bc.ca/index.php) has a wealth of information. There are hundreds of links to helpful [resources](https://bccpac.bc.ca/index.php/resources?filter_tag%5B0%5D=). The pre-recorded webinars are very informative and if you can’t find time to watch them, **try listening to them during a drive or on your headphones** while doing chores.

If you are a BCCPAC member, you can also reach out to them directly or **schedule a personalized workshop for your PAC** - they are there to help.

T: 604 687 4433 or E: info@bccpac.bc.ca

1. General Information (cont’d)

**What is a DPAC?**

The [West Vancouver District Parent Advisory Council](https://westvancouverschools.ca/dpac/index/) (DPAC) acts as an umbrella organization for the 17 PACs in our school district. Get to know them and visit their [Resource](https://westvancouverschools.ca/dpac/resources/) web page. Ask them questions and have a DPAC representative attend the monthly meetings. You’ll learn a lot very quickly and they are there to help.

E: dpac@wvschools.ca

**\*Pro Tip:** Parent engagement is an important facet of a successful PAC; especially when it comes to volunteering, fundraising, and succession planning. A few helpful ideas to encourage parent engagement:

* Give parents lots of notice to plan ahead by communicating PAC related events in the weekly e-bulletin and via Class Parents.
* Food is always an attraction - it makes people feel more comfortable and inclined to mingle. Include it whenever possible.
* Offer name tags at meetings.
* Use [Sign Up Genius](https://www.signupgenius.com/index.cfm?go=w.Welcome&prior=w.createSignUp&formName=registerForm) to generate and manage volunteers for specific events.
* The first PAC meeting of each year is the most attended. Take advantage of this by passing around a clipboard asking for volunteers for future events. If you have a list it makes it that much easier to tap shoulders later on.
* [Leadership Manual - Section 19 Contagious Enthusiasm: How to Get Parents Involved](https://bccpac.bc.ca/index.php/resources/16-dpac-pac/87-leadership-manual-tab-19-contagious-enthusiasm-how-to-get-parents-involved)
* Give recognition and thanks to the parents who show up and give their time!

2. [YOUR SCHOOL NAME] Information

**What is the [YOUR SCHOOL NAME] PAC?** All parents and legal guardians of students registered at [YOUR SCHOOL NAME] are voting members of the PAC. Led by an elected executive team and committee members. More info on this to come!

**What are these Constitution & By-Laws?** The PAC is governed by the PAC Constitution and By-Laws (C&B). To get a detailed overview visit [BCCPAC Leadership Manual - Section 6 Constitution & Bylaws](https://bccpac.bc.ca/index.php/resources/16-dpac-pac/75-leadership-manual-tab-6-constitution-bylaws).

**Ooooh Confidential Information** The PAC Handbook can and should be shared.

When sharing with new PAC members please be aware that document permissions will be dependent on your [Google Drive Access levels](https://support.google.com/a/users/answer/9310249?sjid=2349764320439409752-NA). The PAC Chair should regularly review these and ensure confidential information is protected.

**Our Constitutions & By-Laws**

Our C&B can be found on the [LINK TO YOUR C&B ON YOUR PAC WEBPAGE] on the Parents page and on the Google Drive for the editable version. The document should be reviewed and updated every five years.

* Last updated in Month, Year
* Should be reviewed Month, Year

***\*HELP!*** *Once the C&B is revised, please update the dates above to reflect the next revision date*

3. Information Archival

**Electronic Storage**

The [LINK TO YOUR GOOGLE DRIVE OR DROP BOX] contains all electronic documents related to the PAC. If you require folder access or editing permission, email your PAC Chair at [yourschool@wvschools.ca].

The [LINK TO GENERAL RESOURCES] folder is where you can find helpful guides, documents, and logos. Remaining folders are self-explanatory.

***\*HELP!*** *It is important that the Google Drive folders are kept up to date. When you first access the drive, take a tour and familiarize yourself. Then create a folder with the school year (i.e. 2022-2023) under the correct category for your role (i.e. 2. Agendas/Meeting Minutes, 3. Finance, 4. Committees, 5. Grants). Store all your records online so future PAC members can access them.*

**Physical Storage**

The storage area is located [...]. The key to the room is held by the Administrative Assistant at the front office.

Contents include:

* Financial Records (dating back to last seven years - required in case of audit)

\***Pro Tip**: Create a bookmark for your Google Drive folder so you can access it easily.



Of course each year is unique, but these are a few events to anticipate throughout the year. Any events that have an (F) are fundraisers for the PAC and are dependent on the Fundraising Coordinator’s annual plans.

4. Calendar (PLEASE CUSTOMIZE)

5. Grants

**Yay free money!**

Well yes, but there is more to it. Government grants are a great resource for PAC funding or resources. The main thing to consider is grants require planning. You need to fill out an application, submit it before the deadline, adhere to grant conditions, and often submit a report on your results. You may also require a few parent volunteers to execute grant related activities.

**Community Gaming Grant (CGG)**

The main one we routinely apply for each year is the Community Gaming Grant. Gaming grant guidelines, conditions and important information about eligibility, application requirements, and recipient responsibilities are available here: [CGG PAC Resources](https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants). This is also where you will find the online application.

The BCCPAC also has a lot of [helpful resources on Gaming Grants](https://bccpac.bc.ca/index.php/resources/16-dpac-pac/1116-gg-2022).

5. Grants (cont’d)

**Other Grants**: Here are a few other grants of interest. There are many more; feel free to update / add to this list!

* [Active Transportation Mini Grant:](https://drive.google.com/drive/folders/1qL55jva-tFYwB4-8YtLHCD3E-gcZWpAL) Is a mini grant provided by the District of West Vancouver. Approximate value $300. Submit applications for the fall term before mid November and for the spring term before mid May.
* [BC Fruit & Vegetable Program](https://www.bcaitc.ca/bc-school-fruit-vegetable-nutritional-program) The BC School Fruit & Vegetable Nutritional Program (BCSFVNP) is available to all K-12 public schools in BC wanting to bring fruits and vegetables to their students. May Submission.
* [Artist In Classroom Grant](https://artstarts.com/aic) Artists in the Classroom grants bring professional artists into schools for rich learning experiences. Approximate value (up to) $3500. Apply in March.
* [Computer for Schools](https://reusetechbc.ca/schools?gclid=Cj0KCQjw8qmhBhClARIsANAtboegWkCT741tzsaS-_W2YfFvVpTPPgi6QNzJPfKI2EdEtu3APa6qgjoaApaVEALw_wcB): This is a government program to subsidize technology for schools by offering low cost and free computers & upgraded computer systems. The school can apply for this not the PAC.
* [TD Friends of the Environment](https://www.td.com/ca/en/about-td/ready-commitment/funding/fef-grant); This is a grant for a wide range of environmental initiatives, with a primary focus on environmental education and green space programs. Submission deadline for winter program is mid Jan and summer program is mid July.
* [Capital Projects Grant](https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/capital-project-grants): This is a grant for a large scale project (i.e. over $20K). Funding may be provided up to a maximum of $250K. The intake for applications opens June and closes early August.

The Executive could be simply viewed as the administrative arm of the PAC. Full details on the role and responsibilities of each member can be found in the [LINK TO YOUR C&B ON SCHOOL PAC WEBPAGE].

**PAC Chair / VIce Chair**

The Chairperson is a leadership role and responsible for making sure that each meeting is planned effectively, conducted according to the C&B and that matters are dealt with in an orderly, efficient and respectful manner. For a thorough overview, please reference the [LINK TO DETAILED HAND OFF GUIDE - SEPARATE TEMPLATE PROVIDED].

**Secretary**

The Secretary is the record keeper and responsible for taking minutes of meetings and ensures information is accurate. They also may be responsible for communications and reviewing the C&B and making sure it is being adhered to. Lastly, they are responsible for ensuring PAC related records on the school website and on the Google Drive are kept up to date.

**Treasurer**

The Treasurer is responsible for the PAC Finances. They are also required to submit a Gaming

Grant Application and Summary Report. In most PACs, this is your most essential role for conducting any financial business. For a thorough overview, please reference the [LINK TO DETAILED HAND OFF GUIDE - SEPARATE TEMPLATE PROVIDED].

6. PAC Executive

**\*Pro Tip**: Any funds generated in the year should be spent in the same year. Although it’s tempting to stockpile fundraising revenue for a rainy day, it is meant to benefit the kids of the parents who donated to the school.

More information on expenditures can be found in the [LINK TO PAC TREASURERS HANDBOOK]

The below roles are *optional* and depend on parent engagement. The roles can be as simple or as extensive as you like, depending on the amount of time you have available. Co-chairs are always welcome to share the workload.

**Fundraising Coordinator**

While fundraising is not actually an official requirement for PACs, it is often a major part of how a PAC generates revenue to support the school and enhance learning. The Fundraising Coordinator is responsible for planning out the events throughout the school year, tracking and handing over funds to the Treasurer, communicating with the school and PAC Exec, and lastly rallying parents to get involved. For a thorough overview, please reference the [LINK TO DETAILED HAND OFF GUIDE - SEPARATE TEMPLATE PROVIDED].

**Hot Lunch Coordinator**

Hot Lunch is part of the Fundraising branch of the PAC and because this is typically the major source of PAC revenue, it is it’s own unique role. Responsibilities include: coordinating weekly lunch for school; working with vendors to secure days & pricing, communicating weekly with vendors & school with the hot lunch orders and organizing payment to each vendor. For a thorough overview, please reference the [LINK TO DETAILED HAND OFF GUIDE - SEPARATE TEMPLATE PROVIDED].

7. Committee Roles

7. Committee Roles (cont’d)

**DPAC Representative**

The DPAC rep is our PAC’s legislated representative to the District Parent Advisory Council. The main responsibility is to attend monthly DPAC meetings and report back on DPAC insights and events. The DPAC Rep is our PAC’s voice at the District level and should represent the views of the Parents in our PAC/School. This could be a PAC Executive position and there is nothing in the School Act preventing PAC executives from also holding this role, but it might be encouraged to involve other parents in this role as much as possible.

**After School Programs Coordinator**

The After School Programs Coordinator is responsible for planning and communicating extra curricular opportunities that can be hosted after school on school property. For a thorough overview, please reference the [LINK TO DETAILED HAND OFF GUIDE - SEPARATE TEMPLATE PROVIDED].

**Garden Committee Coordinator**

The Garden Committee Coordinator is responsible for supporting the school garden planning and execution. This could just mean helping with some manual labor and creating a schedule for watering the school garden over the summer or it could include applying for environmental grants, hosting a farmer’s market, or many other garden related activities. It’s important to liaison with the school staff *before* you get started to ensure knowledge of where perennials / native plants are.

7. Committee Roles (cont’d)

**Traffic & Safety Representative**

The Traffic & Safety Rep is responsible for attending and representing EHMS at the [North Shore Safety Council](https://northshoresafetycouncil.ca/) monthly meetings and reporting back to the PAC and school on the latest traffic and safety news and events. For a thorough overview, please reference the [LINK TO DETAILED HAND OFF GUIDE - SEPARATE TEMPLATE PROVIDED].

**Class Parents**

A Class Parent’s main role is to communicate important updates from the teacher, other parents, the school and the Parent Advisory Council (PAC). For a thorough overview, please reference the [LINK TO DETAILED HAND OFF GUIDE - SEPARATE TEMPLATE PROVIDED][.](https://docs.google.com/document/d/1j7Yc_WEq2dQwVxCoSbGhYWmA_C6x87a3yhxAotbJkBA/edit)

**\*Pro Tip**: Volunteer burnout is a thing! Don’t feel obligated to do it all.

If there is a big event you are planning, ask for help. If no one will help, then sometimes an event simply can’t happen

8. REVENUE

**So what do we spend all this PAC revenue on?**

Well there are some rules to expenditures but some general areas where the PAC supports and enhances the school are (i.e. why we work so hard!):

* Sponsoring school events with food / snacks for parents and / or kids (i.e. bringing the community together)
* Bringing in guest speakers for parent or student education: see this list of [Speaker Suggestions](https://drive.google.com/file/d/1GZwBEAICtCL4_tzrogD0fv9G3CXyvMrQ/view?usp=sharing) from the DPAC
* Sponsoring fun educational events: i.e. Valentine’s Dance Party, Theatre Performances, Workshops for teachers and students, etc.
* Sponsoring school facility or curriculum enhancements: classroom materials, gardening supplies, legacy projects, etc.
* Technology updates such as new iPad or a new projector (if needed)
* And many more! For a full list of expenses, reference this [INSERT LINK TO SAMPLE BUDGET] from 2022/23

Succession planning is important. Speak to the staff about who may have someone in mind for an upcoming position, approach parents who always volunteer, keep parents engaged by inviting them to PAC meetings, plan overlap time for transition and look at the [LINK TO C&B ON YOUR PAC WEBPAGE] about the election of executives.

**Role Hand Off**

It is part of your responsibility to hand off your role and help onboard a new PAC Executive member or Coordinator. Before you vacate your role:

1. **Review and update your Hand Off Guide:** save on Google Drive under [LINK TO GUIDELINES] folder. If there isn’t one for your role, consider drafting one and adding a link in previous descriptions.
2. **Schedule a Hand Off Meeting:** print the updated guide and sit down with the new member and go through it in detail. The roles are nuanced and each person has their own style so many questions come up and it makes for a much more successful transition if you have a hand off meeting in person.
3. **Consider Overlapping your Positions** for a smoother transition.
4. AND finally **Pat Yourself on the Back for your Amazing Contributions to [YOUR SCHOOL NAME]!** Your willingness to give your time and service is greatly appreciated and makes a huge difference in the lives and learning of students.

9. Succession Planning & Role Hand Off