

# **Parent Advisory Council Handbook**

**Sentinel Secondary School**

**Version: 1.0**

**Date: September 2016**

## Version Control

Version #	Date	Name Description of Change
1.0	September 1, 2016	Initial release of document

## Table of Contents

Version Control .....	2
Table of Contents .....	3
About the PAC Handbook .....	7
Confidential Information .....	7
Constitution and By-Laws .....	8
The Sentinel PAC .....	8
Who's Who at Sentinel .....	9
PAC Drawer, Cupboard & Filing Cabinet .....	10
PAC Drawer .....	10
PAC Cupboard .....	10
PAC Filing Cabinet .....	10
PAC Calendar and Events .....	11
September .....	11
October .....	12
November .....	12
December .....	12
January .....	13
February .....	13
March .....	13
April .....	13
May .....	13
June .....	14
Connecting with Parents .....	15
Communicating with Parents .....	15
Communicating with Parents – August Mailing .....	16
Communicating with Parents – Sentinel e-bulletin .....	16
Communicating with Parents - EMail .....	16
PAC Email .....	16
Parent Email List .....	17
Sending Email .....	17

Saving Email .....	17
Communicating with Parents - PAC Website.....	18
Main Page .....	18
PAC Events, Projects and Committees.....	18
PAC Fundraising .....	19
PAC Executive Workspace.....	19
PAC Website Login .....	19
PAC Budget Process .....	20
Accounting System.....	20
The PAC accounting is cash based rather than accrual based. This means we record revenue or an expense when it occurs. This makes the accounting process less complicated.....	20
Budget Updates .....	20
Budget Approval .....	20
Non-Budget Requests .....	21
Income / Revenue .....	21
Expenditures .....	21
Donations / Expenditure Reimbursement .....	22
Donations.....	22
Expenditures & Receipts .....	22
Gaming Funds .....	22
Acceptable Uses of Grant Funds.....	23
Conditions for a PAC/DPAC Grant.....	23
Bank Signing Authority.....	25
Changing of Bank Signing Authority.....	25
Outstanding Cheques.....	25
PayPal Account.....	26
Overview .....	26
PayPal Login .....	26
Security Questions .....	26
Creating a PayPal payment button for an event.....	26
Reporting .....	28
Transfer Funds .....	29

Scholarships .....	30
Scholarship Budget .....	30
Scholarship Recipients .....	30
Requirements to Claim a Scholarship .....	31
Tracking Scholarship Payments.....	32
Unclaimed Scholarships – December 31 <sup>st</sup> .....	32
Wish List .....	33
Which Requests to Approve? .....	34
Requests NOT to Approve.....	35
Payment Approval.....	36
Carry over Requests from Staff .....	36
Not all Funds Allocated and/or Spent.....	36
PAC Events .....	38
General Information .....	38
Potluck Websites.....	38
Budget Information.....	39
Grade 8 Parent Welcome / Meet the Teacher .....	40
Christmas Decorating.....	40
Christmas Baking.....	41
Parent / Teacher Night Buffet.....	43
Valentine’s Baking.....	45
Year-End Staff Appreciation Lunch .....	47
Multicultural Lunch.....	50
Appendix A – Letter to Parents (August Mailing) .....	51
Appendix B – Signing Authority Example.....	52
Appendix C – Scholarship Email / Tracking .....	53
Appendix D – Enrolment Confirmation Example .....	55
Appendix E – Wish List Emails.....	56
Appendix F – Christmas Baking Email Examples .....	59
Appendix G – Parent/Teacher Interview Buffet Email Examples .....	60
Appendix H – Valentine’s Baking Email Example.....	62
Appendix I – Year-End Staff Appreciation Lunch Email Examples .....	63



## About the PAC Handbook

This document is designed to provide guidance and suggestions for the Sentinel PAC. It covers the what, when, how and why of PAC activities and processes.

It is meant to be a “living” document. If new activities are added or a better way to do a process is determined, this document should be updated. Too many PACs constantly “recreate the wheel” as outgoing PAC members take information with them.

This document should also include the “WHY”. If a process is done a specific way, for a specific reason, it is important to document this information. Parents new to the PAC may not be aware of specific requirements and change processes that should not be changed. This is particularly important for financial processes especially anything involving Gaming funds.

## Confidential Information

The PAC Handbook can and should be shared. A PDF version of the document should be available on the PAC website for all parents to review.

Before publishing for general viewing, please ensure the following private information is redacted in the document. The following hyperlinks will go to each specific place in this document.

- [PAC Email password](#)
- [PAC website login information](#) – administrator user-id and password
- [PayPal website login information](#) – user-id and password
- [PayPal website security questions and answers](#)

## Constitution and By-Laws

The Sentinel PAC (SPAC) is governed by the Sentinel Parent Advisory Council Constitution and By-Laws.

The Constitution and By-Laws document is stored on the PAC website. As per Section 11 of the By-Laws, the document should be reviewed for appropriateness every three years.

- The document was last updated in May 2014.
- The document should be reviewed by May 2017.

Once the document is revised, please update the dates above to reflect the next revision date.

As per Section 8.3 of the By-Laws, a copy of the Sentinel Parent Advisory Council Constitution and By-Laws needs to be submitted to the Board of School Trustees for School District #45 (e.g. School Board office).

The document can be found on the main Parent page under PAC Resources/Governance. The PDF version is accessible to all parents. To access the Word version, login to the PAC website using the PAC Executive username and password.

## The Sentinel PAC

All parents and legal guardians of students registered at Sentinel are voting members of the Sentinel PAC.

The SPAC is overseen by the PAC Executive which includes the following Executive Officers (as per Section 7 of the By-Laws):

- President
- Treasurer
- Secretary

Optional Executive members may include the following Officers:

- Vice President (s)
- Past President
- District PAC (DPAC) Representative
- BCCPAC Representative

Optional Executive members may include Directors and Directors-at-Large:

- Directors (maximum of 20)
- Directors-at-Large (maximum 5)

For complete information, please refer to the PAC constitution and By-Laws.



## Who's Who at Sentinel

There are specific people who the PAC Executive will deal with at Sentinel. The list should be updated on a yearly basis.

For the 2015/2016 school year:

Position	Name/Email	PAC Interaction
Principal	Mike Finch mfinch@wvschools.ca	
Administrative Assistant	Janet Gardner jgardner@wvschools.ca	<ul style="list-style-type: none"> <li>• Liaison for all school based events except Multicultural Lunch</li> <li>• Contact for PAC scholarships</li> </ul>
Vice-Principal	Rebecca Rowley rrowley@wvschools.ca	<ul style="list-style-type: none"> <li>• Liaison for Multicultural Lunch</li> </ul>
SIS Data Clerk		
School Accountant	Allison Carruthers acarruthers@wvschools.ca	<ul style="list-style-type: none"> <li>• Collection and distribution of PAC Levy</li> <li>• Wish List payments</li> </ul>
School Receptionist		<ul style="list-style-type: none"> <li>• General information</li> </ul>

## **PAC Drawer, Cupboard & Filing Cabinet**

The Sentinel PAC has the following storage areas at the school:

### **PAC Drawer**

The drawer is located in the bank of drawers on the right-hand side of the main reception desk in the school office. The drawer is locked and the key resides with the Administrative Assistant.

The drawer is used for all PAC correspondence. Any items for that PAC received via mail (e.g. bank statements) or dropped off at the school office (e.g. cheques, wish list forms/receipts, scholarship applications, etc.) will be placed in the drawer by the school receptionist.

The “treasurer” folder is also stored in the PAC drawer. Items for the PAC Treasurer are placed in the folder for processing.

### **PAC Cupboard**

The cupboard is located in the “school store” room located by the western lobby entrance to the school gym.

The key to the room is held by the Administrative Assistant. The PAC has been allocated cupboard space in the room (closest to the entry door). The key for the PAC cupboards is located at the back of the PAC drawer.

The cupboard is used to store PAC supplies such as decorations and items for the Multicultural Lunch.

### **PAC Filing Cabinet**

The filing cabinet is located in the mezzanine (north side – above the library). The entire filing cabinet is the property of the PAC. The key for the filing cabinet is located at the back of the PAC drawer.

PAC financial and scholarship records are currently stored in the filing cabinet.

## PAC Calendar and Events

The outline below does not contain detailed dates and is based on past history. The PAC should always check with the school administration to confirm dates of events.

For more details regarding specific events, please refer to the section (e.g. Wish List, Gaming Funds) associated with each event.

Social events are hosted by specific grades. This is done to distribute participation amongst the parents and to ensure the appropriate amount of food and/or help is provided for each event. Currently the PAC organizes the following events:

- |   |                          |
|---|--------------------------|
| • Grade 8 Parent Welcome                | - Grade 12 parents       |
| • Christmas Baking for staff            | - Grade 11 parents       |
| • Christmas decorating                  | - all parents            |
| • Parent/Teacher interview night buffet | - Grade 8 and 10 parents |
| • Valentine's Baking for staff          | - Grade 9 parents        |
| • Multicultural lunch                   | - all parents            |
| • Year-end staff lunch                  | - all parents            |

---

### **September**

- Grade 8 Parent Welcome / Meet the Teacher Night
  - As per the budget, provide Sentinel with funds to purchase food/drinks at Welcome OR hosted by grade 12 parents
  - Usually a presentation by PAC President to Grade 8 parents
- Update (if required) and send Wish List request email and form to Sentinel Principal for distribution to all staff
- Request parent email list for PAC use (note... this may not be available until October or at all due to changes in the system used by schools to track enrolment)
- PAC President to arrange, if desired, regular meetings (e.g. monthly) with Sentinel Principal
- Submit Gaming Branch (aka Direct Access Funds) report for previous school year by September 30<sup>th</sup>
- PAC website updates (list of PAC Executive members, dates of meetings, events, draft or approved budget, etc.)
- Update, if required, the signature on the PAC email account.
- Review PAC email to become familiar with contents and folder setup. PAC email should be checked on a WEEKLY basis.

## **October**

- Receipt of Gaming Branch funds
- Contact Sentinel Administrative Assistant to organize dates for Christmas Baking and Christmas decorating
- Review and finalize Wish List for current school year. Provide list of accepted, declined and deferred requests to staff who made requests. The Principal, Administrative Assistant and Accountant should receive a copy of the “accepted” requests email so they are aware of the approved items.
- Make contact with other high school PAC Presidents to arrange meeting (introductions, joint events for year, fund raising ideas/initiatives, challenges, parent participation, etc.)
- Contact Sentinel liaison to confirm date of Multicultural Lunch (usually held in March or April)
- Contact Sentinel liaison to arrange kick-off meeting for Multicultural Lunch in late November / early December

## **November**

- Deadline for finalization of PAC budget for current school year (date is prior to the end of November each year as per PAC Constitution and By-Laws)
  - Confirm amount of PAC funded scholarships and inform Sentinel Administrative Assistant
  - Post approved budget on website
  - Provide school with Travel Bursary and Helping Hands funds (if approved in PAC budget)
- Find volunteer coordinators for (a) Christmas Baking and (b) Christmas decorating
  - Provide coordinators with examples of previous emails and event instructions
- Kick-off meeting for Multicultural Lunch (or in early December)

## **December**

- Work with event coordinators to ensure parent volunteers are organized for Christmas Baking and Christmas Decorating events  
NOTE... the event coordinator is responsible for soliciting parent volunteers to help at events. However, the PAC has overall responsibility and needs to coordinate with the event coordinator(s) to ensure the event is a success). This applies to all the social events sponsored by the PAC.
- Christmas Baking event
- Christmas decorating event
- Find volunteer coordinator for Parent/Teacher Interview Buffet

## **January**

- Work with event coordinators to ensure parent volunteers are organized for Parent/Teacher interview buffet event
- Contact Sentinel Accountant to arrange for transfer of PAC Levy funds collected
  - This is included on fee statement sent home with interim report card.
  - If PAC Levy payments are low, consider translating PAC levy information in to Korean, Farsi and Chinese. Either provide an email to Sentinel and ask them to send to targeted parent groups or ask if specific email lists can be provided to the PAC.
- Parent/Teacher interview buffet dinner for staff
- Find volunteer coordinator for Valentine's Baking

## **February**

- Work with event coordinators to ensure parent volunteers are organized for Valentine's Baking
- Valentine's Baking
- Remind staff to complete Wish List purchases and submit receipts

## **March**

- Multicultural Lunch (date to be confirmed each year but normally occurs in March)

## **April**

- Apply for Gaming Grant
- Contact Sentinel Administrative Assistant to confirm date of Staff Appreciation Lunch
- Find volunteer coordinator(s) for Staff Appreciation Lunch

## **May**

- Work with event coordinators to ensure parent volunteers are organized for Staff Appreciation Lunch
- Confirm with Administrative Assistant who will be participating in Commencement ceremony in June (hand out PAC funded scholarships)
- Annual General Meeting (May or June as per PAC Constitution and By-Laws)
  - Election of PAC Executive
  - Presentation of draft budget for next school year
  - Confirm PAC meeting dates for next school year
  - Inform Administrative Assistant of meeting dates (to be included in school calendar)
- Update the PAC website with PAC Executive information
- All Wish List expenditure receipts submitted to PAC (by May 31<sup>st</sup>)

## **June**

- Review of PAC funded scholarships with Sentinel Principal
- PAC President (or representative) to participate in Commencement ceremony to hand out PAC funded scholarships
- Continue to work with event coordinators to ensure parent volunteers are organized for Staff Appreciation Lunch
- Confirm all Wish List expenditures have been paid
- Contact Sentinel Accountant to arrange for final transfer of PAC Levy funds collected
- Staff Appreciation Lunch
- Draft “letter to parents” to be included in August mailing.

## Connecting with Parents

The PAC should be actively working to connect with all Sentinel parents throughout the school year. This can be through PAC meetings, information sent via email (as part of the Sentinel e-bulletin or from the PAC email account), parent information nights, etc.

As we are a multicultural community, and many parents are not fluent in English, consideration should be given to providing important information in other languages. At Sentinel this includes Mandarin, Farsi and Korean.

Consideration should also be given as to how parents can be included in activities. For example, having cultural liaisons as part of the PAC. Liaisons could translate information, bring important issues to the PAC and inform the PAC of upcoming cultural events.

Above all, the PAC needs to be inclusive and should strive to reach out to as many parents as possible.

The PAC President should be checking the PAC email on a WEEKLY basis to ensure no emails from parents, staff or students are missed.

## Communicating with Parents

The PAC President is ultimately responsible for all communiques sent by the PAC. This does not mean the PAC President is responsible for writing all communiques but should be aware of what is being sent.

In the past, Sentinel has provided the PAC President with a list of parent email addresses. Any parent information provided to the PAC is **CONFIDENTIAL**. Depending on the working relationship between the PAC President, Past President and Vice-President(s), the PAC President may or may not decide to grant access to the email list to these Executive members. This decision is strictly up to the PAC President.

For PAC hosted events, the initial communique is sent via the Sentinel e-bulletin or the PAC President (if they have the mailing list). However, the event coordinator is free to respond directly to parents who volunteer for events.

## **Communicating with Parents – August Mailing**

In August, Sentinel sends (via Canada Post) information to all parents/guardians of students registered for the upcoming school year.

The PAC is encouraged to include information (see Appendix A for an example). A draft copy should be provided, by the PAC President, to the Principal for review prior to finalization.

The final draft needs to be sent to the Administrative Assistant. It is best to do this prior to the end of the current school year to ensure there is sufficient time for printing.

If not sent as part of the August mailing, this information should be included in a Sentinel e-bulletin (early September).

## **Communicating with Parents – Sentinel e-bulletin**

The PAC can communicate with parents through the Sentinel e-bulletin. Submissions for the e-bulletin should be given to the Sentinel Administrative Assistant.

## **Communicating with Parents - Email**

The PAC can communicate with parents directly via the PAC email account. The PAC email account is the responsibility of the PAC President who may or may not opt to share access with the Past President and/or Vice-President(s).

The PAC email account should be checked on a WEEKLY basis to ensure no emails from parents, staff or students are missed. The Inbox should be kept up-to-date with processed emails either deleted or moved to folders. Junk mail will be received, delete it!

---

### **PAC Email**

- The PAC has been provided a mailbox on the SD45 email system ([sepac@wvschools.ca](mailto:sepac@wvschools.ca))
- Email can be accessed on the Internet at <https://mail45.sd45.bc.ca/owa/>
- Username = XXXXXXXX
- Password = XXXXXXXX



## **Parent Email List**

- **UPDATE:** As of September 2015, the email list may no longer be available due to a change in the program being used for student enrolment. Check with the Sentinel Principal to find out if the email list is available.
- The PAC receives a list containing student name, grade and parent email address or addresses
- The list is provided by the SIS Data Clerk
- The list is confidential and may not be shared with ANYONE. It is the sole responsibility of the PAC President
- As changes are made throughout the school year, the PAC normally requests a list in mid-September (or as soon as the list is available), January (prior to Multi-cultural Lunch) and May (prior to year-end Staff Appreciation Lunch)
- If the PAC is notified by a parent of missing or incorrect information, please forward to the SIS Data Clerk
- The list is confidential and may not be shared with ANYONE. It is the sole responsibility of the PAC President.

## **Sending Email**

- Many emails will “bounce” as parents have provided incorrect information or changed their email and not notified Sentinel. This information does NOT need to be given to Sentinel as they are aware of this.
- Always use the BCC: field (never the TO: or CC: field).
  - This protects the privacy of parents as their email address will not be visible to other parents.
  - This stops any recipients from “spamming” other parents by accidentally clicking on “REPLY ALL”. Reply or Reply All will send an email only to the PAC.

## **Saving Email**

- Do not leave read emails in the Inbox. This is for incoming / new email only.
- There are folders created to save **useful** emails by category (e.g. MCL, Staff Appreciation Lunch)
- These folders are a good place to look for examples of emails sent to parents for previous events
- If an email is not needed (no reason to save), delete it!

## Communicating with Parents - PAC Website

The PAC website is a page on the Sentinel Secondary School site. The parent site is a template provided by the School District and the PAC has no control over the pages included.

Sentinel - <http://go45.sd45.bc.ca/schools/sentinel/Pages/default.aspx>

SPAC - <http://go45.sd45.bc.ca/schools/sentinel/Pages/Sentinel-Parents.aspx>

The parent site is comprised of the following pages:

- Main page – this is loaded when the “Parent” tab is selected from the Sentinel website.
- PAC Events, Projects and Committees
- PAC Fundraising
- PAC Executive Workspace – this is restricted access / must login with PAC username/password
- Link to the DPAC site
- Link to SD45 forms

Information on the main page, PAC Events and PAC Fundraising pages should be kept up-to-date with current information. If a parent has any ideas for improving the content and/or is interested in updating the site, this should be encouraged! The website is based on Microsoft’s SharePoint technology.

If there are no parent volunteers for updating the website, a member of the PAC Executive should be tasked with this responsibility.

### **Main Page**

The main page is comprised of the following sections:

- PAC News and Announcements
  - Currently this is a list of PAC meeting dates/times but could include notices of other upcoming PAC events or news
- List of the current PAC Executive
- PAC Resources
  - Minutes and other PAC documents (e.g. SPAC Constitution and By-Laws)

### **PAC Events, Projects and Committees**

The page has a general introduction on PAC events and volunteering along with a section for “News and Announcements” and an overview of both the Multicultural Lunch and Staff Appreciation Lunch (our two biggest events).

## **PAC Fundraising**

The page has a section for “News and Announcements”, a fundraising overview and information about our three main funding sources:

- Gaming Grant
- PAC Levy
- Multicultural Lunch

## **PAC Executive Workspace**

The area is restricted and accessible only by logging in with the PAC Executive username/password.

Currently the only information stored on this page are copies of Executive only minutes and the PAC budget.

## **PAC Website Login**

The Parent page is accessible to all parents using the following username and password:

- Username = pacse
- Password = tulip

To make changes to the PAC pages or access the restricted workspace, you must login with the PAC Executive username and password:

- Username = XXXXXXXX
- Password = XXXXXXXX

Note... if the login does not work, try prefixing the username with “edu\”. For example:

- edu\pacse
- edu\pacexecse

The edu\ prefix indicates the computer domain and may be required depending on the configuration of the PC or laptop being used.

## PAC Budget Process

Each year the PAC Executive sets a budget for the upcoming school year. The PAC budget went through a significant review process to ensure all line items were understood and valid. It is important this process happens each year and all members of the PAC Executive understand what each line item is.



### **Accounting System**

The PAC accounting is **cash based** rather than accrual based. This means we record revenue or an expense when it occurs. This makes the accounting process less complicated.

### **Budget Updates**

In preparation for the new financial year, a draft budget needs to be prepared. The draft is based on three things:

1. Previous year's budget
2. Historical patterns of actual revenue and expenditures
3. Knowledge of the PAC Executive regarding upcoming changes.

Unless there is significant reason for change, such as a historical pattern of increasing or decreasing revenue/expenses, the draft should be similar to the previous year. Changes to the budget should NOT be based on a single revenue or expense change from the previous year. For example, if the actual Multicultural Lunch tickets sales was higher than anticipated (e.g. the budget number), do not change this amount simply based on one year of data. Look at the historical patterns. It is prudent to be conservative on estimated revenue and liberal on the expenditures.

Historical information regarding the PAC budget can be found on the PAC website.

### **Budget Approval**

As per the PAC Constitution and By-Laws, the budget for the upcoming school year is drafted by the PAC Treasurer and presented at the AGM. The draft should be reviewed by the PAC Executive prior to the AGM and then posted on the PAC website so it can be reviewed by parents (prior to the meeting).

After presentation at the AGM, changes to the budget may take place. The final budget must be approved prior to November 30<sup>th</sup>.

The approved budget should be posted on the PAC website. It is not recommended to email a copy of the budget to parents. Parents who did not attend the meetings may not understand the budget items. Parents interested in the budget process are expected to take the initiative to attend the PAC AGM, review the posted budget and/or contact the PAC President or Treasurer if they have questions.

## **Non-Budget Requests**

Once the budget is approved non-budget items can only be approved, by vote, at a PAC meeting.

As the budget tends to be the same year after year the PAC would only expect to get budget requests for special items or slight modifications to existing budget items.

## **Income / Revenue**

The majority of the PAC income is generated from three sources:

1. BC Gaming Commission Grant
2. PAC Levy
3. Multicultural Lunch

Additional income is often received from other PAC sponsored events such as the Christmas Baking. These amounts tend to be limited and off-set the expenses for the event.

## **Expenditures**

The PAC's major expenditure is the Wish List. For more information regarding the [Wish List](#), please refer to this section.

Additional expenditures include, but are not limited to, the following:

1. Scholarships. For more information regarding [scholarships](#), please refer to this section.
2. Expenses associated with hosting the Multicultural Lunch (food, plates, tickets, etc.).
3. Expenses associated with hosting other PAC sponsored events such as the Christmas Baking. As noted above, these amounts tend to be limited and are off-set by donations received for the event.
4. In addition, there are "standing" items in the budget for:
  - a. PAC meetings – purchase of drinks/snacks or other minor expenses
  - b. President Discretionary fund – purchase of items (such as thank you gifts)
  - c. Help Hand Fund – paid directly to Sentinel Secondary for student support (e.g. bus, lunch, field trips)
  - d. Travel Bursary – paid directly to Sentinel Secondary for support of student travel (athletic and academic)
  - e. Reserve fund – rainy day fund for high-cost items (e.g. items too expensive for yearly Wish List)

## Donations / Expenditure Reimbursement

All PAC members must be fiscally responsible. This applies to Executive members, Directors, event coordinators and volunteers.

### Donations

All funds donated the PAC must be accounted for. This means all monies received (cash or cheque) must be tallied and provided to the PAC Treasurer. This includes all donations for PAC sponsored events.

### Expenditures & Receipts

All expenditures must be accounted for. This means all receipts for pre-approved expenditures made on behalf of the PAC must be given to the PAC Treasurer. The Treasurer will provide a cheque to reimburse the funds. **Expenditures should never be deducted directly from funds received.**

Each PAC hosted event has a line item in the budget. Any person organizing an event should be made aware of the budget. With the exception of the Multicultural Lunch, donations from parents normally cover the cost of each event and the PAC does not need to spend the money allocated in the budget.

**The philosophy is only to spend the money if required... not to spend the money because it has been allocated in the budget.**

## Gaming Funds

Every year the PAC Treasurer should apply to the government (Gaming Policy and Enforcement Branch) for the PAC/DPAC community gaming grant. The amount of the grant is based on the number of students in the school.

Some important things to remember are:

- Application is online.
- The PAC must file a yearly summary report regarding expenditures for the previous school year. This needs to be filed within 90 days of our financial year-end.
- Funds from the grant must be used for certain activities as specified by the Gaming Policy and Enforcement Branch (see below).
- Information on how to apply, the pre-application checklist, application status checking and conditions for using grant monies can be found on the website:  
<https://www.gaming.gov.bc.ca/grants/>.

## **Acceptable Uses of Grant Funds**

The following information has been taken from the Gaming Policy and Enforcement Branch website. The website should be reviewed YEARLY to ensure the information is still up-to-date. In general, funding is intended to **benefit students** by enhancing their **extracurricular opportunities**. For example:

- Student publications: newsletters, yearbooks;
- Student competitions: writing, debating, chess, music;
- Student computers: software, hardware, accessories;
- Student societies: drama club, student society;
- Student ceremonies: graduation, dry grad;
- Student conferences or educational field trips within BC;
- Uniforms and equipment for extracurricular activities;
- Sports or playground equipment;
- Awards and trophies;
- Scholarships and bursaries for post-secondary education (paid directly to students);
- Capital acquisitions directly benefiting students, such as playground equipment;
- Student transportation and travel within BC; and
- With prior branch approval, student transportation and travel outside BC, where the student group:
  - Is representing its school as a result of merit achieved through organized competition;
  - Is competing in a sport that involves cross border travel;
  - Has been selected because of its level of creative achievement or success; or
  - Is entered in a recognized competition in which there is a formal evaluation or adjudication process.
  - [Note: out of province field trip(s) are not eligible uses of PAC funds.]

## **Conditions for a PAC/DPAC Grant**

The following information has been taken from the Gaming Policy and Enforcement Branch website. This is only an excerpt and the website should be reviewed YEARLY to obtain all information and check for new conditions.

It is important to know, understand and follow these conditions as the Gaming Policy and Enforcement Branch does conduct audits. The Sentinel PAC was audited in October 2011 and thanks to the diligence of the PAC Executive, we passed the audit with flying colours. Other schools who were audited in the same time period were not so lucky.

- PACs may only use grant funds within BC for eligible disbursements that benefit students by enhancing the extracurricular opportunities.
- A receipt must be obtained for each disbursement of gaming funds and retained as part of the gaming records.
- PACs cannot use grant funds for the following ineligible costs:

- Curricular activities or purposes;
  - Disbursements outside of the province unless approved in advance in writing by the branch;
  - Out-of-province travel, unless approved in advance by the branch;
  - Out-of-province or out-of-country aid;
  - Past debt, loan or interest payments;
  - Sustaining or endowment funds; or
  - Professional development of staff.
- PACs must retain management and control of the grant funds received by them.
  - PACs cannot transfer any gaming funds to schools or school districts unless it is to reimburse a school or school district for a purchase made on behalf of the PAC and at the PAC's request.
  - Unless otherwise approved in writing by the general manager, grant funds must be fully disbursed within 36 months of receipt of the gaming grant for PACs.
  - In all other circumstances, if the grant recipient is unable to fully disburse the grant funds within the time period, all remaining funds must be returned to the Minister of Finance.
  - The PAC must maintain a separate gaming account.
  - Maintain gaming account records that clearly show the amount and purpose of each transaction.
  - Retain all gaming records for a period of five years from the end of the fiscal year in which the revenue was disbursed.
  - A gaming account summary report must be filed within 90 days after the end of the PAC's fiscal year.



## **Bank Signing Authority**

Signing authority for banking and legal documents is set out in the Constitution. There is a minimum of three (3) signing officers, one of whom shall be the Treasurer.

Normally the President and either the Vice-President or Secretary are the other two signing authorities. However, due to the logistics of getting the signing authority changed, thought should be given to who should have signing authority to avoid having to change it yearly.

### **Changing of Bank Signing Authority**

A letter to the financial institution signed by the officers with existing signing authority is required. See Appendix B.

This change cannot be done at the reception area or teller. An appointment is required. At the appointment:

- Bring a copy of the AGM minutes which has documented the new Executive being voted in.
- Bring a signed copy of the letter.
- If possible, all new signatories should be present to sign documents. If not possible, have signees arrange separate appointments.

### **Outstanding Cheques**

If signing authority is changed, it may impact outstanding cheques. If this is the case, any outstanding cheques, such as scholarship cheques will need to be voided and re-issued.

# PayPal Account

## Overview

This document contains instructions for:

- Creating a PayPal payment button for an event. This is required to allow parents to purchase tickets to an event.
- Reporting
- Transferring funds

## PayPal Login

- Sentinel PAC email address = XXXXXXXX
- Password = XXXXXXXX

## Security Questions

We are unable to customize the security questions. The following questions and answers were selected to reflect West Vancouver/North Shore. Answers may be case sensitive so please enter exactly as noted below:

### Security Question/Answer 1:

- What's the name of your first school? XXXXXXXX

### Security Question/Answer 2:

- What's the name of the hospital in which you were born? XXXXXXXX

## Creating a PayPal payment button for an event

1. Go to PayPal website (www.paypal.com)
2. Click on **Log In**.
3. Click on the **Merchant Services** tab.
4. Click on the **Buy Now** button to create a PayPal payment button.



[Buy Now button](#)

A three step process will be started:

- Step 1: Choose a button type and enter your payment details
- Step 2: Track Inventory, profit & loss
- Step 3: Customize advanced features

In the **Step 1** window enter/select the following:

1. Button Type → Leave as “Buy Now”.
2. Item Name → Enter description of event (e.g. BoySmart).
3. Item ID → Leave blank.
4. Price → Enter price of ticket.
5. Currency → Leave as CAD.
6. Customized button / Shipping / Tax → Leave these fields blank.
7. Merchant Account IDs → select “Use my secure merchant account ID”

In the **Step 2** window enter/select the following:

1. Select “Save button at PayPal”.
2. Select “Track inventory”. This will ensure seats are not oversold.
3. In the “Qty in stock” field, enter the number of available tickets.

The screenshot shows the 'Track inventory' section with a red box around the 'Track inventory' checkbox and its description: 'Don't oversell items not in stock -- Get an email alert when inventory is low.' Below it is the 'Track profit and losses' checkbox with the description 'View profit and loss report by product/service.' The 'By item - Test Event' section is also visible, with a red box around the 'Qty. in stock' field containing the value '200'. Other fields include 'Item ID', 'Alert qty. (optional)', 'Price', and 'CAD'.

4. Under “Can customers buy an item when it is sold out?”:
  - a. Select “No, don't let customers buy the item”
  - b. Enter the SEPAC website address in the space for the continue shopping button (<http://go45.sd45.bc.ca/schools/sentinel/parents/Pages/default.aspx>)

The screenshot shows the 'Can customers buy an item when it is sold out?' section. The 'No, don't let customers buy the item.' radio button is selected and highlighted with a red box. Below it is a text input field for the 'Continue Shopping' button, with a red arrow pointing to it and a label 'Enter SEPAC web address'. The example text 'Ex: http://www.mybuynowstore.com' is shown below the input field.

In the **Step 3** window select the following:

1. Select Yes, “Do you want to let you customer change order quantities?”
2. Select No, “Can your customer add special instructions in a message to you?”

The screenshot shows the 'Do you want to let your customer change order quantities?' section. The 'Yes' radio button is selected. Below it is the 'Can your customer add special instructions in a message to you?' section, with the 'No' radio button selected. At the bottom is the 'Do you need your customer's shipping address?' section, with the 'No' radio button selected.

3. Select No, “Do you need your customer’s shipping address?”
4. Leave all other fields blank and click on **Create Button**.

The final step is to create a URL link to the PayPal button. The URL can be included in the information sent to parents to allow them to register for the event.

1. In the window displayed, click on the Email tab.
2. Copy the URL displayed.

The screenshot shows the PayPal 'Email' tab. At the top, there are two tabs: 'Website' and 'Email'. The 'Email' tab is selected. Below the tabs, a text box contains the URL: `https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=78FN3NBWGEEHN`. Below the text box, there are two buttons: 'Select Code' and 'Go back to edit this button'.

3. Open a new browser page and go to [www.tinyurl.com](http://www.tinyurl.com).
4. Paste the URL into the provided box and click on **Make TinyURL!**

The screenshot shows the TinyURL website. At the top, it says 'Enter a long URL to make tiny:'. Below this is a text input field. To the right of the input field is a button labeled 'Make TinyURL!'. Below the input field, it says 'Custom alias (optional):' followed by another text input field. Below that, it shows the example URL 'http://tinyurl.com/' followed by the custom alias input field. At the bottom, it says 'May contain letters, numbers, and dashes.'

5. Copy the TinyURL (e.g. <http://tinyurl.com/8gnbwhq>) and paste it into the information you are sending parents.

## Reporting

1. Click on the **My Account** tab.
2. Click on the **Overview** tab.
3. Select “View all my transactions”.
4. Enter the date range to report on.

If for a specific event, enter the date range starting when ticket sales commenced to when sales ended.

5. Click on “All activity (with balance)”.

The screenshot shows the PayPal 'My Account' page. At the top, there are several tabs: 'My Account', 'Send Money', 'Create an Invoice', 'Merchant Services', 'Products & Services', and 'Community'. The 'My Account' tab is selected. Below the tabs, there are several sub-tabs: 'Overview', 'Add Funds', 'Withdraw', 'History', 'Resolution Centre', and 'Profile'. The 'Overview' sub-tab is selected. Below the sub-tabs, it says 'Welcome, Brigid Flipse'. Below that, it shows the business name 'Sentinel Parent Advisory Council' and the account type 'Business'. Below that, it shows the PayPal balance: '\$0.00 CAD'. Below that, it shows the available balance in CAD (primary): '\$0.00 CAD'. Below that, it shows the total balance (all currencies, available and pending) converted to CAD: '\$0.00 CAD'. Below that, there is a table with columns 'Currency' and 'Total'. The table has two rows: 'CAD (Primary)' with a total of '\$0.00 CAD' and 'USD' with a total of '\$0.00 USD'. Below the table, there is a link 'Currency converter'. Below that, there is a section 'My recent activity' with sub-tabs 'Payments received' and 'Payments sent'. The 'Payments received' sub-tab is selected. Below the sub-tabs, there is a link 'View all of my transactions'. Below that, there is a section 'My recent activity - Last 7 days (Sep 15, 2012-Sep 22, 2012)'. Below this section, there is a table with columns: 'Date', 'Type', 'Name/Email', 'Payment status', 'Details', 'Order status/Actions', and 'Gross'. The table is empty and shows '-No New Items-'. Below the table, there is a link 'Archive' and a link 'What's this'.

6. Download to a CSV (to be imported to Excel) or print.

### **Transfer Funds**

1. Transferring funds takes 5 to 7 business days.
2. As of September 2012, there is a fee for transferring funds less than \$150.00 CAD.
  1. Click on the **My Account** tab.
  2. Click on the **Withdraw** tab.
  3. Select “Withdraw funds to your bank account”.
  4. Enter the amount to transfer and click on the **Continue** button.

## Scholarships

Every year the Sentinel PAC gives scholarships to a number of graduating students. Scholarships are presented to the students during the Commencement Ceremony. Recipients receive a letter with the information about their award and how to claim it.



**There are two extremely important points to remember regarding scholarships. The PAC is responsible for ensuring:**

1. Personal information regarding students remains on premise at Sentinel. This information is highly confidential and should be retained in the locked PAC drawer or filing cabinet.
2. Payment is made promptly (within one week) upon receiving the required information. A student may be relying on these funds to help with tuition, books, etc. This means the person responsible for distributing scholarship cheques should check the PAC drawer on a weekly basis or ask to be notified by Sentinel office staff if information is received.

### **Scholarship Budget**

Scholarships cheques are funded from the Gaming Account as this is an eligible expense.

Each scholarship awarded must be under \$500 to avoid having to provide the student with a T4A slip.

As of 2015, PAC funded scholarships are in the amount of \$475.00. The total budget is \$8,550 which provides 18 scholarships.

The school will confirm, prior to issuing any scholarships, the amount being funded by the PAC.

### **Scholarship Recipients**

The selecting of scholarship recipients is done by Sentinel staff. The PAC has no input as to whom scholarships are awarded to. The PAC President will be asked to review the awards being funded by the PAC. This is simply a review of the recipient list but is required to meet Gaming Grant requirements.

The PAC can determine, if desired, which scholarships it would like to fund. However, this has never been done and the PAC allows Sentinel to select which scholarships will be PAC funded. If the PAC would like to get more involved in determining which scholarships are funded, a discussion should be held with the Sentinel Principal.

## **Requirements to Claim a Scholarship**

The PAC President normally handles the distribution of scholarship cheques but this task can be allocated to another person on the **PAC Executive who has signing authority**.

Cheques are mailed to scholarship recipients.

Individual scholarships cheques need to be written directly to the student (not to Sentinel Secondary or the parent). This is a requirement of the Gaming Branch.

To claim a scholarship, the student must provide:

- a. Copy of their scholarship letter.

NOTE: If a student sends the original letter, make a copy and return the original letter to them as a keep-sake.

- b. Copy of proof of post-secondary enrolment. Proof of post-secondary enrolment is a requirement of the Gaming Branch.

NOTE: A student needs to provide **enrolment confirmation**. This is not the same as acceptance at the University. Students are first accepted at the Post-Secondary Institution (PSI) and enroll in classes later. Appendix D is an example. This information will look different from different PSI's. The format is not important; it is the content.

The letter received at Commencement states scholarships may be claimed after September 15<sup>th</sup> of the current year. This date is not a PAC requirement. In June, the PAC President has the option to email the recipient's parents (the PAC does not have the student's email address) to let them know their scholarship can be claimed prior to September 15<sup>th</sup> (see Appendix C for email example).

Students can do this by either dropping off or scanning/emailing, to the person distributing the cheques, the required information. Some students will do this; others will wait until September and drop off the information at the school (as per the letter they received at Commencement).

## **Tracking Scholarship Payments**

The PAC Executive who has been tasked with distributing scholarship cheques needs to track which scholarships have been claimed and which ones have not.

It is important to finish tracking any outstanding scholarships from the previous school year. Students have until December 31<sup>st</sup> of the following year to claim their scholarship. This means there may be scholarships from the previous June still unclaimed and needing to be tracked.

- Following Commencement, Sentinel will provide a list of scholarship recipients
- From the list, create a tracking document (see Appendix C for example). A template for this document is on the PAC website.
- Provide the list to the PAC Treasurer. The Treasurer should:
  - Issue the required number of cheques from the Gaming account. Each cheque should only have:
    - Student's name
    - Amount
    - Treasurer's signature
  - Give all cheques to the PAC Executive member responsible for distributing the cheques.
  - All cheques should be stored in the locked PAC drawer in the school office.
- When a student provides the required information:
  - Add the date to the cheque
  - Sign the cheque (2<sup>nd</sup> signature)
  - Update the tracking document with the cheque #, date issued and if picked-up or mailed and any other relevant notes
  - Documents from students can be stored in the locked PAC drawer and then moved to the PAC filing cabinet once all cheques are issued. All documentation should be kept for 7 years as it would be required for a Gaming Branch audit.

## **Unclaimed Scholarships – December 31<sup>st</sup>**

Students have until December 31<sup>st</sup> of the following year to claim their scholarship. If, by December 31<sup>st</sup>, they have not claimed their scholarship, the cheques are returned to the PAC Treasurer and the outstanding "accounts payable" is cleared.



## Wish List

The Wish List is compiled at the beginning of each school year. It is a list of funding requests from (a) Sentinel School administration, (b) Sentinel staff, (c) student council and (d) student clubs. The latter two have a staff member assigned with whom we liaise.

Managing the Wish List is done by the volunteer Wish List coordinator. This is not a time consuming task. Most of the time is spent in October compiling, reviewing and then communicating the approved, deferred and declined requests. Following that time period, it is about 1 hour / month processing receipts and following up on the status of requests.

The process is as follows:

1. September
  - a. Update the Wish List request form. The form is located on the PAC website. The main change will be updating the form due date. As September is busy for staff, we normally give them until early October to submit requests.
  - b. Email the request form to the Principal and ask for it to be distributed to all staff and student council. Make sure the due date is noted in the email.
2. October
  - a. Compile the Wish List received requests in an Excel spreadsheet. Spreadsheets from previous years can be found on the PAC website.
  - b. Review the list with the PAC Executive (or subcommittee) to determine which requests should be approved, deferred or declined. NOTE: It is not recommended to review the entire list at a regular PAC meeting as the process will take too long. Recommendation is that a subcommittee (2 or 3 people) does the review and present the approved item list at a PAC meeting.
  - c. Send the approve item list to the Principal. This step is a curtesy, not an approval process. However, the Principal may have input and recommendations which may change which items are approved or for how much.
  - d. Send an email to:
    - i. requesters whose request was approve (see Appendix E).
    - ii. requesters whose request was deferred (see Appendix E).
    - iii. requesters whose request was declined (see Appendix E).
3. November to April
  - a. Wish List items are purchased by Sentinel staff (not by the PAC).
  - b. Items can be purchased using personal credit card, using Sentinel-issued credit card, purchased directly by Sentinel using a purchase order or purchased by the School District. It does not matter to the PAC, except for items over \$3,000 (see next bullet). We just need to know in order to issue a cheque to the correct payee.

- c. For items over \$3,000 the invoice needs to be billed to "School District #45, West Vancouver". This is required to allow the PAC to claim PST or get a PST credit from the school district. Normally the school district will purchase these items.
  - d. Receipts are submitted (original receipt, not a copy) for payment. We require the original receipt in order to submit a claim for PST reimbursement (done by the PAC Treasurer).
  - e. Cheques are issued by the PAC Treasurer upon request of the Wish List Coordinator. The Coordinator provides all the required information (name, date, amount, gaming or general funds).
  - f. Update the spreadsheet to track completed purchases and actual cost.
  - g. Send reminder to staff to complete purchases by end of May.
  - h. Send periodic updates Of the Excel spreadsheet to the PAC Treasurer and the Sentinel Accountant.
4. May and June
    - a. Send another reminder to staff to complete purchases by end of May.
    - b. All receipts and payments completed by June 1<sup>st</sup> (in time for PAC fiscal year-end).
    - c. Send final copy of the Excel spreadsheet to the PAC Treasurer and the Sentinel Accountant.
    - d. Post final copy of the Excel spreadsheet on the PAC website (PAC Executive Workspace).

### **Which Requests to Approve?**

The big question asked is, which requests do we approve? Most years we receive more requests than what is budgeted for. This means the requests need to be reviewed to determine which requests we will:

1. Approve
2. Defer
3. Decline

Deferral means that we will consider approving the request if, upon payment of all approved requests, there are still funds remaining.

There is no cut-and-dry rule for which requests are approved. There are many factors to consider:

- Does it benefit students?
  - All Wish List requests **MUST** directly benefit students.

- How many students will benefit and what is the cost?
  - If the cost is high, the more students who benefit the better.
  - We usually do not approve high cost requests that benefit only a small number of students (e.g. 10 football helmets).
  - We do approve partial funding of requests.
  
- If possible, try to support student council and club requests.
  - This is not always possible as these groups do not always provide detailed information on cost. Contact the staff sponsor to request more information.
  - Sometimes these requests are not realistic. For example, the student council requested a LED sign outside the school. This is very expensive but also contravenes the District's signage policy.
  
- What is the history of the request? Do we get the same request every year and approve?
  - For example, the Safe Teen program is provided \$600 each year from the Wish List.
  - Some staff members rarely submit requests. If not unrealistic, these requests should be considered with slightly higher priority. For example, the Reach For The Top Club requested funds for new "buzzer" system. This was the first request ever made by the Club and was approved.
  
- Is the request for a new program or club?
  - Once again, these should be considered with slightly higher priority. For example, in 2014 the English department requested video equipment for the new Capstone AP 11/12 program.

**IMPORTANT NOTE:**

Just because we have funds does not mean we approve all requests. Requests need to be evaluated against (1) our top criteria of benefiting students and (2) the cost/benefit analysis.

**Requests NOT to Approve**

There are a few types of requests that should not be approved:

- Do not use Wish List funds to support items not related to students. For example, a request from staff to purchase water bottles for all staff members.
- Do not use Wish List funds to cover the cost of staff or teacher-on-call (TOC) salary.
- Do not approve requests for fixtures without written approval from the school district Facilities department. This means a request for "anything that doesn't fall off if you turn the school upside down". This could be inside or outside.

## **Payment Approval**

- Staff need to submit original receipts.
- Our policy is the PAC will not pay any more than the approved amount. This is what we tell all requesters however, use some common sense. If the actual amount is slightly over, or if other requests have come-in slightly under, consider paying the full amount.
- Before requesting cheque, confirm the following:
  - Account (gaming or general).
  - Who cheque should be made out to (Sentinel or staff member).
- Email PAC Treasurer with cheque information.
- Leave receipt for PAC Treasurer in PAC drawer (or provide at PAC meeting).
- Disburse cheque to staff member or Sentinel (via Sentinel Accountant).

### **IMPORTANT NOTE:**

Unfortunately, there are some staff who do take advantage of the Wish List and abuse the process by purchasing considerably over the approved amount, purchasing non-approved items, allocating funds they have not consumed to another staff member. These issues should be directed immediately to the Principal.

## **Carry over Requests from Staff**

- On occasion the approved funds will not be spent and the staff member may request the funds be carried over to the next school year. If this happens, please review this request with the PAC Executive.
- This is usually approved for a one-year carry over. If asked to carry-over for a second year, approval can be considered but a specific time limit should be established (e.g. needs to be spent by January 31<sup>st</sup>) and communicated to both the Principal and the requestor.

## **Not all Funds Allocated and/or Spent**

- We do not always spend the entire amount we receive each year from the Gaming Branch. This is not unusual and this is why we have 3 years to spend.
- The budget amount is an underestimate as we never know the exact amount we are getting from the Gaming Branch until we receive it (as we don't know the exact school enrolment). We'd rather be prudent, underestimate and adjust if we get additional funds.
- Common reasons for not spending the entire amount include:
  - We did not receive requests deemed to meet our approval criteria.
  - The amount of the requests and the actual amount spent were slightly different.
  - Some staff decide not to purchase their approved request.

- We also have uncommon events such as one year we had new Athletic Directors who did not submit any requests. This is very unusual as our Athletic Department normally submits the largest funding request. A decision was made to leave a large amount (~\$8,000) unallocated in case they came up with any requests during the year. They did not.
- When we either receive more funds than budgeted OR we have funds remaining from a previous year we can vote (at any PAC meeting) to increase the budget amount for this particular school year. We have done this many, many times. Once again, this will depend on the requests we get. **We always get requests that exceed our budget but this does NOT mean we will approve all the requests even if we had the funds.** For example, one year we had a request to purchase water bottles for all staff. This would not be approved even if we had funds available as the request does not meet our number of benefiting students.

## **PAC Events**

The PAC hosts a series of social events through the school year. This includes:

- Grade 8 Parent Welcome / Meet the Teacher Night
- Christmas Decorating
- Christmas Baking
- Parent/Teacher Interview Night Buffet
- Valentine's Baking
- Multicultural Lunch
- Year-end Staff Appreciation Lunch

The following information applies to all of these events with the exception of the Multicultural Lunch. This event is completely different and the information for it is provided in a separate section.

### **General Information**

- Please see the PAC calendar for the dates of these events.
- IMPORTANT - Specific dates are set in discussion with the school Administrative Assistant. This should be done at least 6 weeks ahead.
- Once the dates are confirmed, the information should be updated on the PAC website.
- With the exception of the Year-End Staff Appreciation Lunch, each event is "hosted" by a grade.
- If requesting assistance from parents, either ask Sentinel to include the request in an e-bulletin or send an email to the specific parent/grade group.
  - The first email is normally sent two to three weeks in advance.
    - Smaller events like Christmas Baking and Valentine's Baking need less lead-time.
    - The Interview Night Buffet and Year-end lunch need more lead time.
  - A second (and sometimes a third) request is always required! Thank the parents who have already contributed and then ask for more donations!
- Request examples can be found in the Appendices AND copies of the emails associated with these events can be found in the event folder in the PAC mailbox.

### **Potluck Websites**

- Consider using a potluck website for parents to sign up for both food donations and assistance (e.g. setup and cleanup).
- These websites are easy to setup and allow better management of items being requested.

## **Budget Information**

All PAC members must be fiscally responsible. This applies to Executive members, Directors, event coordinators and volunteers.

- All funds donated the PAC must be accounted for. This means all monies received (cash or cheque) must be tallied and provided to the PAC Treasurer. This includes all donations for PAC sponsored events.
- All expenditures must be accounted for. This means all receipts for pre-approved expenditures made on behalf of the PAC must be given to the PAC Treasurer. The Treasurer will provide a cheque to reimburse the funds. **Expenditures should never be deducted directly from funds received.**
- Each PAC hosted event has a line item in the budget. Any person organizing an event should be made aware of the budget. With the exception of the Multicultural Lunch, donations from parents normally cover the cost of each event and the PAC does not need to spend the money allocated in the budget. The philosophy is only to spend the money if required... not to spend the money because it has been allocated in the budget.

### **Grade 8 Parent Welcome / Meet the Teacher**

- This event is organized by Sentinel (not the PAC). It is run by one of the Vice-Principals.
- It is usually held towards the end of September.
- The format is a casual “welcome” for the grade 8 parents, usually in the cafeteria, prior to the Meet the Teacher session.
- It is attended by the senior school Administration and PAC Executive (optional). Food and drinks are provided, and one of the school bands usually performs. The Principal will make short welcome speech and the PAC President is also offered this opportunity.
- Funds are allocated to this event in the PAC budget.
- The PAC funds are used to provide food and drinks. The school keeps this event low-key and in recent years has asked the PAC to contribute as per our budgeted amount. The school funds the remainder.

### **Christmas Decorating**

- Decorating is done in the school library (large tree), school office and main foyer.
- Decorating is usually done in early December. Decorations are taken down prior to school starting or the first week back in January.
- All parents are invited to participate.
- The intent of the event is non-religious. Religious symbols are to be avoided. In Canada, the Christmas tree is representative of the holiday season. If there are comments/complaints from parents, please direct them to speak with the Principal.
- On the morning of the event, the school will retrieve the decorations from storage. Have the participants meet in the school library.
- Decorating normally takes a 2 to 3 hours for a group of 8 to 10 parents.
- Suggest meeting in the cafeteria for a coffee afterwards (PAC funded).



## **Christmas Baking**

- This event is usually held the Tuesday or Wednesday of the week prior to December holidays.
- Having the event earlier in the week allows staff to enjoy the “goodies” for the entire week (as there is usually a lot of food).
- The event is hosted in the staff lounge (located beside the school office).
- This event is hosted by Grade 11 parents. See Appendix F for example of email to send to parents.
- Parents are requested to bring food (not drinks – coffee prepared by Sentinel). Food should not be limited to baking – try to include fruit plates, vegetable plates, cheese/crackers/spreads, etc.
- There is money allocated in the budget for this event but we rarely need to use it as we get a lot of donations – food, drinks and money.
- The event runs through the day – first recess, second recess and lunch.

### Pre-event planning:

- Contact parents via the e-bulletin or email. Two weeks lead time is sufficient. If not enough response, contact again one week in advance.
- Setup the potluck website for both food donation and setup AND cleanup (4 to 6 people).
- Ask Administrative Assistant to have tables setup in staff lounge.
- Purchase decorations (e.g. mini poinsettias). Keep receipts for reimbursement from PAC Treasurer.
- Purchase tablecloths (plastic) and napkins. Keep receipts for reimbursement from PAC Treasurer.

### Day of event:

- Setup tables with tablecloths, napkins and decorations.
- Use plates from staff room.
- Parents drop off items at the school office in the morning.
- Layout food on tables. Extra can be stored in fridge. Keep recyclable containers for extras.
- Staff will participate during first recess. If possible, have one volunteer stop by after the first recess to tidy up.
- Staff will participate during second recess. If possible, have one volunteer stop by after the second recess to tidy up.
- Staff will participate at lunch. Final cleanup is from 2:00 pm to 3:00 pm.
- Extra food is wrapped and if necessary, stored in fridge (otherwise it can be left on tables).
- Serving platters are washed, dried and left on counter for pick-up that afternoon or next day by parents.

After the Event:

- Send thank-you email to parents who participated. If not possible to send to exact group, send general thank-you via the Sentinel e-bulletin.
- Submit receipts to PAC Treasurer for reimbursement.

## **Parent / Teacher Night Buffet**

This event is slightly larger in scale as we are providing a buffet dinner.

- This event is usually in mid to late January.
- The event is hosted in the staff lounge (located beside the school office).
- This event is hosted by Grade 8 and 10 parents. See Appendix G for example of email to send to parents.
- Parents are requested to bring food and drinks. This is a buffet dinner so food should include:
  - Drinks
  - Appetizers (cheese/crackers/dip, vegetable plate, sushi)
  - Salads (green, pasta, quinoa, etc.)
  - Main dishes (lasagna, casserole, etc.).
    - Some dishes should be vegetarian.
    - IMPORTANT – we have no ability to reheat food so main dishes need to be delivered HOT.
  - Desserts (sweets, fruit plates)
- All dishes should feed 8 to 10 people. IMPORTANT – We have found people underestimate serving portions (only bring enough for 6) so it is better to have extra than not enough.
- There is money allocated in the budget for this event but we rarely spend it due to the number of donations received.
- Dinner is normally served starting at 4:30 pm.

Pre-event planning:

- Confirm with Administrative Assistant the number of participants to determine how much food is required. You will find not all staff participates.
- Contact parents via the e-bulletin or email. This should be done immediately upon return to school in January. If not enough response, email again one week prior.
- Setup the potluck website for both food donation and setup AND cleanup (4 to 6 people)
- Ask Administrative Assistant to have tables setup in staff lounge. Normally use two to three.
- Confirm with Administrative Assistant the use of plates and cutlery (ensure they have enough). Option is to use paper plates which can be recycled.
- Purchase paper plates (if required), tablecloths (plastic), napkins, cutlery (if required) and plastic cup. Keep receipts for reimbursement from PAC Treasurer.
- Sentinel will make and provide coffee.

#### Day of event:

- Ask Administrative Assistant to ensure kitchen dishwasher is run prior to event so it can be used for dishes from buffet.
- Ask Administrative Assistant to remind staff that dinner does not start until 4:30.
- Set tables with tablecloths, napkins, cutlery and plastic cups.
- Use plates (or paper plates) and cutlery from staff room.
- Parents drop off items at the school office during the day or between 3:30 and 4:30. Office staff will refrigerate items brought in prior to 3:30.
- Layout food on tables. Extra can be stored in fridge. Keep recyclable containers for extras.
- Dinner starts at 4:30. You may need to politely remind staff of this and ask them to wait.
- Cleanup is from 5:30 pm to 6:30 pm. Make use of the kitchen dishwasher.
- Extra food is wrapped and if necessary, stored in fridge (otherwise it can be left on tables).
- Dishwasher can be left running. Office staff will unload the next day.
- Remaining dishes, cutlery, glasses etc. are washed, dried and put away.
- Platters and serving utensils left on counter for pick-up that afternoon or next day by parents.

#### After the Event:

- Send thank-you email to parents who participated. If not possible to send to exact group, send general thank-you via the Sentinel e-bulletin.
- Submit receipts to PAC Treasurer for reimbursement.

## **Valentine's Baking**

- This event is usually held on Valentine's Day. If on a weekend, suggest scheduling for the Friday before.
- The event is hosted in the staff lounge (located beside the school office).
- This event is hosted by Grade 9 parents. See Appendix H for example of email to send to parents.
- Parents are requested to bring food (not drinks – coffee prepared by Sentinel). Food should not be limited to baking – try to include fruit plates, vegetable plates, cheese/crackers/spreads, etc.
- There is money allocated in the budget for this event but we NEVER need to use it as we get lots of donations – food, drinks and money.
- The event runs through the day – first recess, second recess and lunch.

### Pre-event planning:

- Contact parents via the e-bulletin or email. Two weeks lead time is sufficient. If not enough response, contact again one week in advance.
- Setup the potluck website for both food donation and setup AND cleanup (4 to 6 people).
- Ask Administrative Assistant to have tables setup in staff lounge.
- Check the PAC cupboard for Valentine's decorations. Additional decorations can be purchased (e.g. mini pink rose plants or pink African Violets). Keep receipts for reimbursement from PAC Treasurer.
- Purchase tablecloths (plastic) and napkins. Keep receipts for reimbursement from PAC Treasurer.

### Day of event:

- Setup tables with tablecloths, napkins and decorations.
- Parents drop off items at the school office in the morning.
- Layout food on tables. Extra can be stored in fridge. Keep recyclable containers for extras.
- Staff will participate during first recess. If possible, have one volunteer stop by after the first recess to tidy up.
- Staff will participate during second recess. If possible, have one volunteer stop by after the second recess to tidy up.
- Staff will participate at lunch. Final cleanup is from 2:00 pm to 3:00 pm.
- Extra food is wrapped and if necessary, stored in fridge (otherwise it can be left on tables).
- Serving platters are washed, dried and left on counter for pick-up that afternoon or next day by parents.

After the Event:

- Send thank-you email to parents who participated. If not possible to send to exact group, send general thank-you via the Sentinel e-bulletin.
- Submit receipts to PAC Treasurer for reimbursement.

## **Year-End Staff Appreciation Lunch**

After from the Multicultural Lunch, this event is largest event we organize. It is attended by a larger number of staff as it includes ALL staff many of which are not involved in the parent/teacher interviews.

Once again, the process is not a lot different and the key is keeping a list of donated food items to ensure there is enough food.

- This event is usually in mid to mid to late June.
- The event is hosted in the library and/or the center courtyard (weather dependent).
- This event is hosted by all parents. See Appendix I for example of email to send to parents.
- Parents are requested to bring food and drinks. This is a buffet lunch so food should include:
  - Drinks
  - Appetizers (cheese/crackers/dip, vegetable plate, sushi)
  - Salads (green, pasta, quinoa, etc.)
  - Main dishes (lasagna, casserole, etc.).
    - Some dishes should be vegetarian.
    - IMPORTANT – confirm with the Administrative Assistant if we have access to the Foods Room and therefore can reheat food. If not, any main dishes need to be delivered HOT.
  - Desserts (sweets, fruit plates)
- All dishes should feed 8 to 10 people. IMPORTANT – We have found people underestimate serving portions (only bring enough for 6) so it is better to have extra than not enough.
- There is money allocated in the budget for this event but we rarely spend it due to the number of donations received.
- Lunch is normally served starting at 11:30 to 11:45 am.

Pre-event planning:

- Confirm with Administrative Assistant the number of participants to determine how much food is required.
- Ask the Administrative Assistant for a floor plan of the library and discuss table setup.
  - Need tables for staff to sit to eat lunch. Normally 8 people / table.
  - Need two tables for drinks/desserts.
  - Need 2 tables for plates, cutlery, napkins + appetizers.
  - Need 2 tables for salads and hot foods.
- Contact parents via the e-bulletin or email. This should be done immediately upon return to school in January. If not enough response, email again one week prior.
- Setup the potluck website for both food donation and setup AND cleanup (6 to 8 people).
- Ask Administrative Assistant to have tables setup in library/outside. This may not happen so setup crew may need to do this. If setting up outside, round tables have umbrellas (stored in library).

- Confirm with Administrative Assistant the use of plates and cutlery (ensure they have enough). Option is to use paper plates which can be recycled.
- Purchase tablecloths (plastic), napkins, cutlery (if required) and plastic cups. Keep receipts for reimbursement from PAC Treasurer.
- IMPORTANT – A few days prior to event, send reminder email to parents bringing food (see Appendix I for email example). This email provides specific instructions for the event which are very important.
- Purchase decorations and door prizes (see below).

#### Decorations and Door Prizes:

- Consider purchasing small plants (mini roses or African Violets) to decorate the tables.
- If there are significant monetary donations from parents, inform the PAC President and discuss the option of holding a raffle to give out door prizes. Parents making monetary donations have an expectation that these funds will be used.
- Do NOT ask parents to donate raffle items. We have done this before and unfortunately, we end up with some very weird and not usable items.

#### Day of event:

- Ask Administrative Assistant to ensure kitchen dishwasher is run prior to event so it can be used for dishes from lunch.
- Ask Administrative Assistant to remind staff that dinner does not start until 11:30 or 11:45.
- Buy four bags of ice to keep drinks cold. School has very large bowls that can be used for drinks.
- Set tables with tablecloths, napkins, cutlery and plastic cups. Trolleys/elevator can be used to transport items to the library.
- Use plates (or paper plates) and cutlery from staff room.
- Parents drop off items at the library school office during the morning. Some parents will drop off prior to setup so check fridges in staff lounge.
- Layout food on tables. Extra can be stored under tables. Keep recyclable containers for extras.
- Lunch starts at 11:30 to 11:45 am.
- As custodial staff are unable to attend, select an array of items for them. This will not include any hot food. This can be delivered to them or put aside in the library for them to collect.
- Cleanup is from 1:30 pm to 3:00 pm. Make use of the kitchen dishwasher and if available, the dishwasher in the foods room.
- Extra food is wrapped and if necessary, stored in fridge (otherwise it can be left on tables).
- Dishwasher can be left running. Office staff will unload the next day.
- Remaining dishes, cutlery, glasses etc. are washed, dried and put away.
- Platters and serving utensils left on counter in staff lounge for pick-up that afternoon or next day by parents.



After the Event:

- Send thank-you email to parents who participated. If not possible to send to exact group, send general thank-you via the Sentinel e-bulletin.
- Submit receipts to PAC Treasurer for reimbursement.

## **Multicultural Lunch**

Information for the Multicultural Lunch (MCL) is found in a separate document due to the size and complexity of this event.

Please refer to the PAC Handbook – Multicultural Lunch document on the PAC website.

## Appendix A – Letter to Parents (August Mailing)

Dear Parents,

Welcome to the 2015/2016 school year. On behalf of the Sentinel Parent Advisory Council (PAC) I would like to either welcome you back or, if your child or children are new to Sentinel Secondary, welcome you to our school community.

The PAC Executive for this coming school year is:

- |                          |   |
|--------------------------|---|
| • President              | - Farzaneh Bamani-Roboubi                               |
| • Vice-President         | - Nina Nie  |
| • Past-President         | - Brigid Flipse   |
| • Secretary              | - Arghy Nia   |
| • Treasurer              | - Karim Virani  |
| • DPAC Rep               | - vacant... please email the PAC if you are interested! |
| • Director               | - Sharon Smith  |
| • Director               | - Amy Zhou  |
| • Chinese Parent Liaison | - Mayya Yang  |

The PAC meets the second Wednesday of most, but not all, months. Our meetings are held in Room 302, across from the school office. We try to limit our meetings to 1 hour as we know parents are busy. Our schedule for the upcoming school year is:

- September 9<sup>th</sup>
- October 14<sup>th</sup>
- November 12<sup>th</sup> (this meeting is on Thursday due to the Remembrance Day holiday)
- January 13<sup>th</sup>
- March 9<sup>th</sup>
- May 11<sup>th</sup> (this will be the PAC Annual General Meeting)

All parents are members of the PAC. We encourage everyone to actively participate which, contrary to popular opinion, is far less work than participating in elementary school PACs! Even just coming out to one of our meetings gives you a chance to learn about what's going on at Sentinel and to voice your opinion.

For the upcoming school year we would love to have volunteers to run our **Wish List** as well as some of our smaller events such as **Christmas Baking**, **Parent/Teacher interview night buffet** and **Valentine's Baking**. For all of our events we have people to provide you with guidance as well as documentation outlining what needs to be done. Please check our PAC website for a full list of events and dates.

We are also actively recruiting new PAC Executive members for the 2016/2017 school year as some of our current Executive will be stepping down to move on to different positions and to allow new members to participate. Consider joining the PAC this year as a Director, with no specific duties, to get a feel of how the PAC is run and how you'd like to contribute in 2016.

**Even if you have no previous PAC experience, we have a place for you!**

You can contact the PAC at [sepac@sd45.bc.ca](mailto:sepac@sd45.bc.ca) or visit our webpage by clicking on the Parent tab on the Sentinel website (<http://go45.sd45.bc.ca/schools/sentinel/Pages/default.aspx>).

Regards, Farzaneh Bamani-Roboubi, Sentinel PAC President

## Appendix B – Signing Authority Example

To: Royal Bank of Canada  
1705 Marine Drive  
West Vancouver, B.C. V7V 1J5

From: Sentinel Parent Advisory Council  
1250 Chartwell Drive  
West Vancouver, B.C. V7S 2R2

Re: Change of signing officers for accounts (general acct #) and (gaming acct #)

Following the Sentinel Parent Advisory Council Annual General Meeting (AGM) held on XXXXXX, please remove the following people as signing officers for the above two accounts.

1. Name #1 – President
2. Name #2 – Vice-President or Secretary
3. Name #3 – Treasurer

Please add the following people as the new signing officers.

1. Name #1 – President
2. Name #2 – Vice-President or Secretary
3. Name #3 – Treasurer

Regards,

---

Name  
Sentinel Parent Advisory Council, President

---

Name  
Sentinel Parent Advisory Council, Treasurer

## Appendix C – Scholarship Email / Tracking

The letter received at Commencement states scholarships may be claimed after September 15th. This date is not a PAC requirement.

In June, the PAC President can email the recipient's parents (we do not have the student's email address) to let them know their scholarship can be claimed prior to September 15<sup>th</sup>.

They can do this by either dropping off or scanning/emailing, to the person distributing the cheques, the required information. Some students will do this, others will wait until September and drop off the information at the school (as per the letter they received at Commencement).

### **Email Example:**

Hi everyone,

Congratulations on receiving a scholarship sponsored by the Sentinel PAC. I know the letter you received during commencement indicated you couldn't collect your scholarship until after September 15<sup>th</sup>. However I want to let you know that if you have your **enrolment confirmation**, and you'd like to claim your scholarship now – or anytime in the summer, you can do so by contacting me directly. You do not need to wait.

If you'd like to claim your scholarship what I need is a **copy** of:

- (a) The letter presented to you at commencement.
- (b) Proof of **enrolment**. This is NOT your proof of admission but the confirmation that you have enrolled in courses.

I know the letter you received indicated you needed to fill in a form – this is NOT required.

Your information can be sent to me via email at (enter your email address). If you have any questions about your scholarship, please let me know. Thanks and have a great summer.

PAC President Name (Sentinel PAC Co-President)

# RECIPIENTS OF SCHOLARSHIPS FUNDED BY THE PAC

## JUNE 2015

(to be claimed by December 31, 2016)

Name	Scholarship	Email	Cheque #	Date Issued	Comments (Pick-up, mailed, other notes)
Jennifer Aniston	Humanities Strand				
Courtney Cox	Mathematics/Sciences				
Meghan Fox	Applied Skills				
Liv Tyler	Fine Arts				
George Clooney	French Immersion Academic				
Brad Pitt	Super Achievers				
Angelina Jolie	Advanced Placement				
Chris Pratt	General Academic Achievement				
Paul Rudd	General Academic Achievement				
Ashton Kutcher	General Academic Achievement				
Demi Moore	General Academic Achievement				
Mila Kunis	General Academic Achievement				
Jim Parsons	General Academic Achievement				
Orlando Bloom	General Academic Achievement				
Hugh Grant	General Academic Achievement				
Hugh Jackman	General Academic Achievement				
Colin Firth	General Academic Achievement				
Ann Hathaway	General Academic Achievement				

**All cheques are \$475.00 / Issued to student from PAC Gaming Funds.**

## Appendix D – Enrolment Confirmation Example

A student needs to provide enrolment confirmation. This is not the same as acceptance at the University students are first accepted at the Post-Secondary Institution (PSI) and enroll in classes later.

Below is an example. This information will look different from different PSI's. The format is not important, it is the content.

### Add or Drop Classes


First Term: Sep - Dec 2014  
Jun 30, 2014 12:31 pm

**PREREQUISITES** Check prerequisites listed in the Calendar course descriptions before registering. You may be dropped from a course at the start of term if you haven't completed the prerequisite(s).

**ACADEMIC WRITING REQUIREMENT (AWR)** A self-placement questionnaire can help you choose an English course at the appropriate level. More information about the AWR is available online.

**STUDENT LOANS AND GRANTS?** Reducing your course load may impact your eligibility for government student aid. Check with Student Awards and Financial Aid before dropping any courses.

NEED HELP?

**DROP DATES FOR FEE REDUCTION** can be checked on your Administrative Transcript by hovering over .

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	10691	CSC	111	A01	Undergraduate	1.500	Standard Grades - Undergrad	FUNDAMENTALS OF PROGRAMMING WITH ENGINEERING APPLICATIONS
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	10697	CSC	111	B05	Undergraduate	0.000	Standard Grades - Undergrad	FUNDAMENTALS OF PROGRAMMING WITH ENGINEERING APPLICATIONS
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	11394	ENGR	110	A02	Undergraduate	2.500	Standard Grades - Undergrad	DESIGN AND COMMUNICATION I
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	11408	ENGR	110	B03	Undergraduate	0.000	Standard Grades - Undergrad	DESIGN AND COMMUNICATION I
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	12098	MATH	100	T10	Undergraduate	0.000	Standard Grades - Undergrad	CALCULUS:I
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	12149	MATH	110	A02	Undergraduate	1.500	Standard Grades - Undergrad	MATRIX ALGEBRA FOR ENGINEERS
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	12152	MATH	110	T02	Undergraduate	0.000	Standard Grades - Undergrad	MATRIX ALGEBRA FOR ENGINEERS
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	12555	PHYS	110	A04	Undergraduate	1.500	Standard Grades - Undergrad	INTRODUCTORY PHYSICS I
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	12558	PHYS	110	B03	Undergraduate	0.000	Standard Grades - Undergrad	INTRODUCTORY PHYSICS I
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	11435	ENGR	130	A01	Undergraduate	0.500	Only COM,CIC,N,F,DEF,UNK	INTRO TO PROFESSIONAL PRACTICE
**Web Registered** on Jun 16, 2014	<input type="button" value="None"/>	12086	MATH	100	A05	Undergraduate	1.500	Standard Grades - Undergrad	CALCULUS:I

Current Registered Units: 9.000  
 Billing Hours: 9.000  
 Maximum Registered Units Permitted: 9.000  
 Combined Limit: 10.500  
 Date: Jun 30, 2014 12:31 pm

#### Add Classes Worksheet

CRNs

Click the Submit Changes button below to process all adds and drops. Please view your Current Schedule after submitting to verify that your current registration is accurate and correct.

Release: 8.5.1.2

## Appendix E – Wish List Emails

### Example: Approved Requests

Hi everyone,

Thank you for submitting your Wish List request to the Sentinel PAC. At last week's PAC meeting we did a final review of all requests. We received requests totaling \$55,000 which means items were approved, declined or deferred. Deferred items will be reviewed again in January/February and, if funding permits, approved. I will follow up this email with an email regarding the list of declined and deferred items.

I am pleased to let you know that we have **approved** the following items.

Please note important points below, especially point three (3). This has been an issue in the past years and repeat offenders run the risk of having requests from their department denied.

1. Any amount highlighted in **yellow** means we have partially funded your request.
2. The "Amount Approved" is the **TOTAL** amount you may spend. This includes tax, shipping, duty, handling fees, etc. Overspending cannot be covered by the PAC due to budget constraints.
3. We require you to be financially responsible with the PAC Wish List funds. This means:
  - a. If you spend less than the approved amount you may not allocate the remaining funds to another purchase (yours or anyone else's). The funds do not belong to you and therefore you may not allocate to someone or something else.
  - b. You may NOT change the quantity ordered without approval from the PAC Wish List Coordinator. If the requested item has dropped in price, it does not mean you can now order more. Once again, the funds do not belong to you.
4. Please make all purchases as soon as possible, by January 31<sup>st</sup> would be great. This way we will know if there are funds available to approve some of the deferred requests.
5. If possible, please purchase through Sentinel or SD45. This allows to PAC to apply for the PST tax credit.
6. Items over **\$3,000 MUST** be purchased through SD45. Once again, this is for the PST tax credit.
7. For payment by the PAC, the PAC must receive the **ORIGINAL** invoice. **Please leave all invoices in the PAC drawer in the yellow Wish List folder.**

If you have any questions, please contact me. Thanks so much. Brigid (Wish List Coordinator)

Requester	Department / Club	Description	Approved Amount	Comments
Anthony Chung	Academic - Math	Math contest fees	\$ 1,000.00	
Athletics	Athletics	Coach appreciation	<b>\$ 1,000.00</b>	Will fund \$1,000
Athletics	Athletics	Minor official "thank you" (students)	\$ 300.00	
Athletics	Athletics	Decline bench for weight	\$ 1,187.00	



		room		
Joel Gibson	Athletics	Canadian Fitness Education Services	\$ 300.00	Speaker fees
Jordan Al-Assadi	Academic - Social Justice	Trip to Mexico - T-shirts	\$ 500.00	For t-shirts
Scott Bruce	Club - Boys Club	Pizza and juice for meetings / UBC Ropes Course / Shirts	\$ 1,000.00	Will fund \$1,000 – Please use funds as you wish for the Club and provide the PAC with receipts.
M. Sacault	Club - Reach for the Top	New buzzer system	\$ 313.60	
Meghan McGuinness	Academic - Drama/Choir	Keyboard / software	\$ 3,360.00	Needs to be billed to School District #45, West Vancouver
Christian Obeck	Academic - AP Capstone	Video recording equipment for AP Capstone program	\$ 1,008.00	
Megan Gray	Club - Garden	Garden supplies	\$ 550.00	Funds for garden shed
Alexandra Spencer	Club - Girl's Club	Snacks and activities	\$ 1,000.00	Please use funds as you wish for the Club and provide the PAC with receipts.

### **Example: Deferred Requests**

Hi Anthony and Shannon,

You have both already heard from me regarding the approved items. Your other requests are on our “deferred” list. This means we will review again in the New Year to see if we have additional funds that could cover part or all of your request:

- Anthony Chung - TI-83 graphing calculators (20) for classroom use - grades 9 to 11
- Shannon Gray - Nikon camera lens
- Shannon Gray - Nikon converter

Thanks, Brigid.

### **Example: Declined Requests**

Hi everyone,

Some of you have already heard from me regarding the approved and deferred PAC Wish List requests. This, unfortunately, is the email to notify requestors of declined Wish List requests. We received 38 requests totaling over \$55,000. Our budget is \$25,000.

It is not an easy process to review all requests and determine which ones we will approve. We review how the item can be funded (Gaming funds vs. PAC funds), the number of students who will benefit, cost and feasibility. We also try to distribute funds between the arts, academics and athletics while also funding Club and Student Council requests.

If you would like specific information about why your request was declined or if you have any general questions, concerns or comments... please let me know. Thanks, Brigid.

Requestor	Department / Club	Description	Comments
Athletics	Athletics	Junior boys basketball uniforms	
Athletics	Athletics	Senior girls basketball uniforms	
Glenn Johnston	Athletics	Ski and snowboard team - gate timing equipment	
Scott Bruce	Club - Boys Club	UBC Ropes Course	Have funded \$1000 to be used as you wish for the Club
Scott Bruce	Club - Boys Club	Polo Shirts	Have funded \$1000 to be used as you wish for the Club
Lisa Ullinder	Safe Teen Program	Funding for program	Already in PAC budget for \$600
Jordan Al-Assadi	Academic - Social Justice	Trip to Mexico - TOC coverage	
Meghan McGuinness	Academic - Drama/Choir	Ticket printer / cash drawer	

## Appendix F – Christmas Baking Email Examples

Though it may be hard to believe, it is time to start thinking about winter festivities, one of which is the annual Christmas Baking for Sentinel staff. This is a great way to show your support for the teachers and support staff that work with our children every day. This year's baking day will be on **Thursday, December 8th**.



This annual event is hosted by our **grade 11 parents** (or guardians). We are asking parents to bring along a tray or plate of treats (e.g. something sweet or cheese plate, fruit plate, veggie plate, dips, etc) to be dropped off in the **staff lounge** (located in the school office) between **8:30 and 10:00 am on the morning of December 8th**. If you need your tray or plate returned, please ensure you mark it with your name and phone number. Plates can be picked up from the staff lounge anytime the next day (Friday, December 9th).

This event is being organized by Jane Doe. If you are able to participate, please contact Jane at [janedoe@gmail.com](mailto:janedoe@gmail.com) by November 29<sup>th</sup>. We will also need help setting up and cleaning up so if you have time on the morning or afternoon your assistance would be greatly appreciated!

Thank you!

---

Though it may be hard to believe, it is time to start thinking about winter festivities, one of which is the annual Christmas Baking for Sentinel staff. This is a great way to show your support for the teachers and support staff that work with our children every day. This year's baking day will be on **Thursday, December 8th**.



This annual event is hosted by our **grade 11 parents** (or guardians). We are asking parents to bring along a tray or plate of treats (e.g. something sweet or cheese plate, fruit plate, veggie plate, dips, etc) to be dropped off in the **staff lounge** (located in the school office) between **8:30 and 10:00 am on the morning of December 8th**. If you need your tray or plate returned, please ensure you mark it with your name and phone number. Plates can be picked up from the staff lounge anytime the next day (Friday, December 9th).

To sign up to bring an item, or to volunteer for setup/cleanup, please [click here](#). You will see a sign-up sheet for food, setup and cleanup. Please select the item (or items) you wish to sign up for, enter your information and click on the SIGN UP! button.

Thank you!

## Appendix G – Parent/Teacher Interview Buffet Email Examples

Good afternoon everyone,

I apologize for the short notice but with the Winter Break just ending the date for the Teacher/Parent Interview night is quickly upon us (**next week - Thursday, January 14th**). As staff are at the school for the entire day and in to the evening, it is tradition for the parents to provide a pasta buffet dinner. This dinner is hosted by the parents of our **grade 8** and **grade 10** students.

### **How can you help?**

**Make a food donation.** We are having a pasta buffet dinner and need a variety of items. This year we are trying something different for the sign-up. We are using an on-line “potluck” website. To sign-up, please [click here](#). You will see a sign-up sheet for food, setup and cleanup. Please select the item (or items) you wish to sign up for, enter your information and click on the SIGN UP! button. Please note... if you sign up for a main course (e.g. pasta) we do not have any ability to reheat (cooking classroom will be in use for interviews) so these dishes need to be delivered **HOT** at around 4:20 (dinner is at 4:30). We need to feed approximately 65 staff members so donated **food items should feed 8 people** unless otherwise noted.

**Donate your time.** We are looking for parents to help on Thursday, January 14th to:

- Set up between 3:30 and 4:30 pm
- Wrap up between 5:30 and 6:30 pm

**Make a cash donation.** Your donation will fund the purchase of food items, drinks, napkins, etc. Cash or donation by cheque is welcome. **Please make the cheque payable to "Sentinel PAC" and mark as "Staff Buffet" on your envelope.** Please have your child drop off your donation at the school office. As it is short notice, if you could drop off your donation by the end of this week it would be appreciated!

If you have any questions, please contact John Doe at [jdoe@shaw.ca](mailto:jdoe@shaw.ca). Thank you so much for helping make this event a success.

**Example of follow-up message:**

Thank you so much for the quick replies and generous support. At this time we are missing only a few items for the buffet dinner next week (Thursday, January 14th).

If anyone is able to provide the following items (**to serve 8 people**), please sign up on the website ([click here](#)). At present we still need:

- Two green salads - can be spinach salad or regular lettuce salad
- Two fruit plates
- One hot pasta dish - vegetarian or cheese (we have one vegetarian lasagna)
- One hot pasta dish - meat-based (we have multiple lasagnas so far)

Thank you!

## Appendix H – Valentine’s Baking Email Example

Throughout the school year we celebrate our wonderful staff in many ways. Our Christmas celebration was hosted by our grade 11 parents and the recent Parent/Teacher buffet dinner was hosted by our grade 8 and 10 parents. **Valentine’s Day ♥** is this week and this event is hosted by the parents of our grade 9 students. **As Valentine’s Day is on a Saturday, we will be celebrating this Friday (February 13<sup>th</sup>).**

To make this event successful we are looking for...

- ♥ Parents to provide baked goods, fruit platters, veggie trays and deliver to the school on Friday morning (February 13<sup>th</sup>) between 8:00 am and 9:00 am. If you are unable to provide baked goods, please consider making a donation. Please drop off your donation (cash or cheque) at the school office in an envelope marked "Valentine's Baking". Please make your cheque payable to Sentinel PAC.
- ♥ Parents to help setup and tidy up on Friday. This includes receiving goods in the morning (8:00 to 9:00 am) and/or tidy up in the afternoon (1:30 to 2:00).

To sign up to bring an item, or to volunteer for setup/cleanup, please [click here](#). You will see a sign-up sheet for food, setup and cleanup. Please select the item (or items) you wish to sign up for, enter your information and click on the SIGN UP! button.

Thank you!

## Appendix I – Year-End Staff Appreciation Lunch Email Examples

Please [click here](#) to sign up.

The Staff Appreciation Lunch, hosted by the Sentinel PAC, expresses parents' thanks to the 85 teachers and other staff members for their commitment to helping our students. This year's lunch will be held on **Thursday, June 23rd**. As you can imagine, we will need your help to make this event a success!

We are using the Perfect Potluck website to allow parents to sign-up for food, drinks and volunteering (setup and clean up). Please [click here](#) to sign up. **Please sign up by Friday, June 10<sup>th</sup>**.

A few important notes:

- Please include your email and phone number on the sign-up! This information is NOT visible to any other parent but we require it to contact you to provide final details a few days prior to the lunch.
- Each dish (appetizer, main course, salad, dessert) should feed **EIGHT** adults.
- The staff love sushi so we have created a separate sushi section on the sign-up.
- Other appetizer ideas include mini quiche, grilled veggies, cheese, dips (humus, red pepper).
- Main courses can be hot or cold. There is a separate section for vegetarian main courses. A variety of main course is welcome. Ideas include salmon, butter chicken, meatballs, lasagna. If you are bringing a hot dish, it needs to be delivered hot at the start of the meal. This means 11:30 am delivery to the school!
- We also need volunteers to help setup (from 10:45 am to 11:45 am) and clean up (from 1:30 pm to 2:30 pm). Signup for both is included on the website.

And lastly... if you would like to contribute but are unable to provide food or volunteer, we will gratefully accept a donation – cheque or cash – to help offset the cost of the event. Please make cheques payable to "Sentinel PAC" and drop it off at the school office.

If you have any questions, please contact *event\_coordinator\_name* at *email\_address*. Thank you.

**Example of follow-up message:**

Just a reminder about the Staff Appreciation Lunch on **Thursday, June 23rd**.

Thank you to all of the parents who have already signed up to bring a food item, volunteered their time or made a monetary donation.

We are still looking for many food items and we will still gladly accept donations (please make cheque payable to "Sentinel PAC" and drop off at the school office). If you can help, please [click here](#) to sign up by **Friday** (June 10th).

Here is a list of items we have so far and what we are still looking for. Each dish should be enough to feed **EIGHT** people please!

- Appetizers - only two so far so we are looking for at least another **eight** items. Suggestions include grilled vegetables, sushi (huge favourite), cheese/meat/antipasto platter, shrimp cocktail platter - other ideas are welcome!
- Green salad - only one so far so we are looking for **six** green salads (mixed green, Caesar, spinach, kale, etc.)
- Pasta, potato, quinoa salad - So far we have 1 potato salad and 2 quinoa salads... hoping to get at least another **four** salads.
- Main course - we have 2 chicken dishes and 2 salmon dishes... we need another **six** dishes. Suggestions include vegetarian dishes, wraps, gourmet flatbreads - other ideas welcome!
- Desserts - we have 4 desserts so far... our staff love their sweets so we definitely need more! Cookies, bars, fruit salad... whatever you'd like to donate!
- Drinks - we have lots of sparkling water... looking for lemonade or other flavoured drinks/juices.

Thanks you!



### Example of reminder email:

Hi everyone,

The Sentinel staff appreciation lunch is on Tuesday. Once again, thank you so much for helping. As promised, here are the details for Tuesday. If you can't remember what you volunteered for, please check the website ([enter potluck website link here](#)). If there is anything I've forgotten to mention, let me know! Thanks, Brigid.

### General but Important:

- The lunch is served in the school library. Weather forecast is rain so we'll probably setup the tables inside for eating.
- Lunch will be served at 11:45.
- Please drop off all food at the school library.
- Cold food and drinks → please drop off between **10:00 and 11:15.**
- Hot food → as we don't have a way to keep food hot, please drop off at **11:30.**
- Please mark your bowls, plates and platters with your name (piece of masking tape on bottom).
- If you can provide serving utensils... that would be extremely helpful as the school has a limited number. Once again, please mark with your name.
- We will wash all the serving items. Please pick up from the staff room kitchen (beside the office) any time after 3:30 on Tuesday.
- If your item has **NUTS**... please make a note of this. Thanks!

### Setup:

- If you have volunteered to help setup, please meet in the school library at **10:30.**

### Cleanup:

- If you have volunteered to help cleanup, please meet in the school library at **1:30.**

### Drinks:

- If possible, please drop off your drinks cold as there is limited room in the school fridge. I will have a big bowl of ice to add to cups but cold drinks to start would be great!

### Cold Dishes:

- Mark your name on serving items as noted above. Please provide serving utensils if possible.
- If you are unable to drop off between 10:30 and 11:15, please take your item to the school office and they will put in the fridge (but there is limited room!). BUT... you need to let me know you are doing this so I can go and collect it from the fridge!

- If you are making salad with a dressing... please provide the dressing in a separate container. We will mix just before the start of lunch.

**Hot Dishes:**

- Mark your name on serving items as noted above. Please provide **serving utensils** if possible.
  - If possible, please drop off at **11:30**. If not possible, please let me know. Thanks!
- 

**Example of Thank You email:**

Hi everyone,

A huge thank you to all of you for your help on Tuesday. The lunch was a great success – all due to the parents who volunteered! The selection of food was amazing and the staff were truly appreciative. Thanks to everyone who helped with the setup and cleanup. We had to teams doing dishes – one in the staff room and the other in the cooking classroom – and we were done in record time!

Don't forget, if you have a plate/bowl/platter to pick up... please stop by the staff room today or tomorrow to pick it up. Thanks again and have a great summer. Brigid.