

**PAC SPECIAL FUNDING REQUESTS (SFR)**  
**2018-2019**  
**Parent and Staff F.A.Q.s**

**1. What is a Special Funding Request?**

At the Annual Budget meeting, **February 28, 2018**, **\$25 000** was allocated to “Special Funding” for the **2018/2019** school year. These funds are now available to fund different school activities. Parents/guardians and staff are asked to submit requests for things that they wish to be funded such as: field trips, playground equipment, magazines, seasonal events, dance classes, guest performances, and etcetera.

**2. Who is eligible to apply?**

Any parent/guardian with a child attending Deep Cove School as well as any staff member employed at Deep Cove School.

**3. Where and when can I get a PAC Special Funding Request (SFR) Form?**

Current forms will be available from the school secretary, the treasurer’s folder in the copy room, PAC website or by emailing any member of the PAC executive the first week of April, 2018.

**4. When is the deadline?**

Parent request forms will be accepted up until **April 25, 2018**. The deadline for staff request forms will be set by the principal and communicated to the staff.

**5. What happens if I miss the deadline?**

Parents and staff submitting completed forms after the deadline have the option of withdrawing their request or having their request filed for consideration the following year.

**6. To whom do I give my completed form?**

Parents may return their completed forms to any member of the PAC executive or may leave the completed forms in the treasurer’s file folder located in the photocopy room or with the school secretary. Staff may return their completed forms to the principal, vice principal or school PAC executive.

**7. What happens to the Special Funding Requests after they are submitted?**

**Step 1**

Special Funding Request (SFR) forms from parents/guardians are evaluated and prioritized by the PAC executive at the executive meeting on **April 30th, 2018**. Staff’s SFR are reviewed and prioritized by the vice-principal and principal. Their prioritized list is then presented to the PAC executive by the principal at the PAC executive meeting **April 30, 2018**.

**Step 2**

The PAC executive reviews all requests and makes recommendations to the PAC at the general meeting, on **May 16th, 2018**, whether to approve, reject or defer a request.

**Step 3**

The PAC executive presents the list of special requests to the General Membership at the next general PAC meeting and explains their recommendations to approve, reject, or defer the requests. Members vote on the requests: **May 16, 2018** **\*Remember that any parent/guardian with a child**

**attending Deep Cove School, who is not on staff at Deep Cove School, is a voting member.**

**Step 4**

The PAC executive prepares a list indicating the results of the vote from the **May 16<sup>th</sup>, 2018** meeting on the special funding requests. The list is posted on the PAC bulletin board, website, sent to all parents via email and a copy is given to the school secretary. The PAC president will inform staff of the results of their request.

**8. My Special Funding Request was approved. How do I get the funds?**

Parents and staff wishing to use their approved funding must obtain and complete a PAC Expense Sheet from the treasurer's folder in the copy room. Follow the instructions on the sheet.

**9. When does my budget expire?**

The approved amount is to be used ASAP and will expire with the end of the school year. If you have further questions, please ask the PAC president, treasurer or any member of the PAC Executive team:

President:	Heather Kopčok – hkopcok@gmail.com
Treasurer:	Shelley McCliggott – shelley.mccliggott@gmail.com
Secretary:	James Chaney- jimmitime@hotmail.com
COPACS:	Angela Verriour- verriour@telus.net (unofficial)
Volunteer Co coordinators:	Anne Gardam – annegardam@hotmail.com Nicole DeGreef- ndegreef@shaw.ca
Christmas Fair Coordinator:	Kara Westgate – karawestgate@gmail.com
Spirit Committee Co-coordinators:	Elissa Kember – elissakember@gmail.com Stephanie Gilmore- stephanie.n.gilmore@gmail.com
Parent Education Coordinator:	Mikiala Christie - mikialachristie@shaw.ca
Communications Coordinator:	Brandi Hunter - blhunter77@gmail.com
Canadian Parents for French:	VACANT

**PAC SPECIAL FUNDING REQUEST FORM**  
**For Parents and Staff**  
**2018 / 2019**

Name:

Email:

Phone:

1. Please describe your special funding request. If you have more than one request, please submit a separate form for each and number them in order of importance (e.g.: 1/3, 2/3)

2. How much funding are you requesting? Please indicate the total amount of the request and a detailed breakdown of how the funding would be spent.  
Breakdown:

Total:

3. How many and which students will benefit? Please be as specific as possible.

4. For parents and guardians: The name of the teacher or administrator associated with this SFR.

4. How will students benefit? (e.g.: curriculum enhancement? Social or physical benefits?)

5. Are any other funding sources available for the request? If yes, state the source(s). If you need more space, please attach another page.

PAC use only:

Approved? Yes No Deferred If yes, amount approved? \$