PAC SPECIAL FUNDING REQUESTS
Parent and Staff F.A.Q.s

1. What is a Special Funding Request?

At the Annual Budget meetings in February an amount of money is allocated to "Special Funding" for the following school year. For this 2014/15 school year **$25,000** was allocated and is now available to fund different school activities.
In September parents/guardians and staff is asked to submit requests for things that they wish to be funded such as: field trips, playground equipment, magazines, toast club, 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?

Forms are available from the School Secretary, the Treasurer's folder in the copy room, PAC website or any member of the PAC executive at anytime during the school year. Forms are also sent home in the start of year school information package.

4. When is the deadline?

Parents and staff are strongly encouraged to hand in completed forms in early September for consideration. However, parent request forms will be accepted up until October 8st, 2014. The deadline for staff request forms will be set by the principal and communicated to the staff in September.

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 (Amber). 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 in October. Staff's SFR are reviewed and prioritized by the vice-principal and principal. Their prioritized list of is then presented to the PAC executive by the principal at the first PAC executive meeting in October.
Step 2
The PAC executive reviews all requests and makes recommendations to the PAC at the general meeting in October on whether to approve, reject or defer a request. * Remember that any parent/guardian with a child attending Deep Cove School is a voting member.
Step 3
The PAC executive presents the list of special requests to the general membership at the first General PAC meeting in October and explains their recommendations to approve, reject, or defer the requests. Members vote on the requests.
Step 4
The PAC executive prepares a list indicating the results of the vote on the special 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 ASAP and will expire with the end of the school year. If you have further questions, please ask the PAC president or any member of the PAC Executive team.

PAC SPECIAL FUNDING REQUEST FORM
For Parents and Staff
2014 / 2015

Name _____

Email _____

Phone _____

1. Please describe your special funding request. If you have more than one request, please prioritize them in order of importance.

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. 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? $_____