

# Maple Grove Elementary

# PAC



## 2014 – 2015 Volunteer and Support Opportunities

Maple Grove School is a community that cares deeply, shares generously and helps willingly. This is made possible through the support of parents, caregivers, teachers and staff through the numerous programs, committees and events sponsored by the Maple Grove Parent Advisory Council (PAC).

Please take this opportunity to show your support and see your child benefit from your involvement in his or her education.

Parent / Caregiver Name \_\_\_\_\_

Student Name(s) and Division(s) \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### I would like to volunteer for the following committees and events:

Committee / Event	Description	Timing and Shifts
<input type="checkbox"/> Hot Lunch Program	Assist with lunch service for students and/or administration of order forms.	Daily – 11:45 am to 12:15 pm
<input type="checkbox"/> Library (Learning Resource Centre)	Assist with shelving books, circulation, displays, book fairs and inventory.	Daily – morning and afternoon shifts and as needed
<input type="checkbox"/> Safe Arrival Program	Check messages on safe arrival phone, cross-reference with attendance lists and follow up on unexplained absences.	Daily- 9:00 to 9:45 am
<input type="checkbox"/> Traffic & Safety Patrol	Direct vehicle and pedestrian traffic in front of school.	Daily- 8:40 to 9:00 am or 3:00 to 3:20 pm
<input type="checkbox"/> Class Parent (one or two required for each classroom)	Facilitate email and face-to-face communication between the teacher & class parents and PAC committee & class parents.	Various times and as needed
<input type="checkbox"/> Grad Committee	Assist with fundraising and coordination of Grade 7 Graduation event.	Various times and as needed
<input type="checkbox"/> PAC Website	Assist with updating and maintenance of website.	Various times and as needed
<input type="checkbox"/> ESL Translations & Communication	Provide written translation of notices in other languages eg. Chinese, Korean.	Monthly PAC meeting minutes and as needed

<b>Committee / Event</b>	<b>Description</b>	<b>Timing and Shifts</b>
<input type="checkbox"/> Kilometre Club	Assist with set-up of running course and registration of runners.	8:30 to 8:50 am
<input type="checkbox"/> Hospitality	Arrange refreshments for PAC Meetings, special events, teacher appreciation, Sports Day, etc.	PAC Meetings and as needed
<input type="checkbox"/> Chinese Tea	Coordinate social events and meetings for Chinese-Speaking parents/care-givers.	To be determined
<input type="checkbox"/> Ice Cream Day	Help to set up, serve and clean up ice cream stand	TBA
<input type="checkbox"/> Community Garden Building	TBA	Ongoing
<input type="checkbox"/> Montessori Committee Coordinator(s)	Plan and chair the Montessori Committee Meetings.	Every other month
<input type="checkbox"/> School Apparel Program	Assist with the administration of the School Apparel order forms.	Fall 2014 & Spring 2015
<input type="checkbox"/> Lego/Origami Club	Monitor cold weather indoor lunchtime activity	Twice per week
<input type="checkbox"/> Halloween Bingo Night	Assist with the organization of this family-oriented, social event.	October 2014
<input type="checkbox"/> Movie Night	Assist with the organization of this family-oriented, social event.	January 2015
<input type="checkbox"/> School Dance (NEW!)	Assist with the organization and supervision of this event.	TBA
<input type="checkbox"/> Sports Day	Assist with the organization of the food sales portion of this school event.	June 2015

*(Note: shifts are scheduled on a rotation basis depending on volunteer availability for each program)*

**I am unable to commit to volunteering at this time. I would like to support the PAC programs by making a financial contribution to the school.**

Donor Name \_\_\_\_\_

Donation Amount \$ \_\_\_\_\_ *Please make cheques payable to Maple Grove School. An income tax deduction receipt will be issued for all donations of \$25 and more.*

Address \_\_\_\_\_

Please contact **KARRIE BOGART** (Volunteer Coordinator) at [ckbogart@shaw.ca](mailto:ckbogart@shaw.ca) OR **COLLEEN SEAGER** (PAC Chair) at [colleen.seager.cs17@gmail.com](mailto:colleen.seager.cs17@gmail.com) if you have any questions or are interested. Drop off forms in the PAC Mailbox located in the school office