

PAC EVENT AND PROGRAM VOLUNTEER INFORMATION FOR 2018-19

Parents, grandparents, family members, and caregivers – we need your help! Please indicate below which PAC activities you may be interested in helping with and you will be contacted with more details closer to the date. We know how much our SVE families love attending these events and appreciate the various programs offered at our school, so please sign-up to ensure these events and programs continue to take place. Thank you!

Please print clearly and only complete one form per family.

☐ ***Please check if you have already completed this form for another student***

PARENT/CAREGIVER'S NAMES: _____

PARENT/CAREGIVER'S EMAIL: _____

PAC Events: We are looking forward to hosting several PAC sponsored events this year. We want to sincerely thank all the families that continually help make these events possible. The success of these events depends on support from the entire school community. This year we will be forming committees of 2-5 people to organize each event, in addition to calling for day-of volunteers. Coordinating is a great option for working parents as most of the planning can be done on the weekend/evenings.

| ✓Yes: I will volunteer on the day | ✓Yes: I will help plan the event | EVENT* | WHEN |
|--|---|----------------------------------|------------------------------------|
| | | Entertainment Book Fundraiser | Sept 18 – Oct 2 |
| | | Walk-a-Thon | Oct. 18 |
| | | Monster Ball (Family Dance) | Oct. 26 |
| | | Book Fairs | Nov. 1 - 6; Feb. 7 - 12; May 2 - 7 |
| | | Family Movie Night for Gr. 3/4/5 | Nov. 22 |
| | | Tree Chipping/ Bottle Drive | Jan. 6 |
| | | Family Movie Night for K/Gr.1/2 | Feb. 22 |
| | | Staff Appreciation Luncheon | TBD – Date in June |
| | | Spring Fair | Jun. 7 |

**A description of roles and responsibilities associated with each event are available, please email pacsve@gmail.com*

Ongoing PAC Programs: The PAC sponsors a number of programs as a service to SVE families. We need 1-2 coordinators for each program, as well as volunteers to help throughout the year. Many of the programs require a minimal commitment of less than 30 minutes per month.

| ✓Yes: I will be a volunteer | ✓Yes: I will be a co-coordinator | PROGRAMS | WHEN |
|--|---|-----------------|--|
| | | Library Helpers | Whenever you are available |
| | | Child Alert | One day each week for 20 mins after morning drop-off |
| | | Classroom Rep | Sending email communications as needed |
| | | Lice Checks | Four Lice Checks; 30 mins after drop-off; Dates TBD |
| | | Treat Days | Three Treat Days; 30 mins at lunchtime; Dates TBD |

Dear SVE families,

The Parent Advisory Council (PAC) is dedicated to ensuring all families receive PAC-related information in a timely fashion. In order to achieve this goal we would like to identify a Class Representative for each division who will create a class contact list for families.

Class Contact List:

The contact information you provide will be shared with the *Class Rep for your child's division, the PAC Class Rep Coordinator, and other families in your child's class*. The Class Rep will use the information to keep you up-to-date on classroom and PAC-related communications and events, and to coordinate parent volunteers as needed.

Classroom families are encouraged to use the list to contact each other for school-related purposes and to connect socially with other families (e.g., play dates, birthdays, and carpooling). Families are asked to please respect the privacy of others and do not share the list with individuals outside your class.

Participating in this contact list is optional. ***If you would like to be included on classroom contact list, please return this form to your child's classroom teacher with the following information as soon as possible.*** Please note you will only be provided with the completed contact list for your classroom if return this completed form.

PLEASE PRINT NEATLY TO AVOID TRANSCRIPTION ERRORS

| | | |
|------------------------------|----------------|----------------|
| Child's First & Last Names: | | |
| Teacher's Name & Division #: | | |
| Parent/Guardian Name(s): | | |
| Phone Number(s): | Home: Cell: | Home: Cell: |
| Email Address(es): | | |

Class Rep:

We are looking for a Class Rep for each division. The Class Rep is the liaison between the PAC and the families within each division and requires a minimal time commitment (typically less than one hour per month). The Class Rep's primary responsibility is forwarding information (usually by email) from the PAC to their child's classroom families in a timely fashion. If you like to know what is going on, this is a great role for you! Additional responsibilities of the position vary depending on each teacher's needs and may include:

- Assisting the classroom teacher
- Coordinating volunteers for PAC events
- Compiling and distributing the class contact list
- Coordinating Teacher/E.A. gifts from the class
- Communicating information from the teacher to families via email
- Attending monthly PAC meetings
(preferable but not required)

If you are interested in being a Class Rep, please (clearly) print your email address on the line below. We hope to have the Class Reps for each class identified as soon as possible.

Email: _____

We look forward to the upcoming year and getting to know your family. If you have any questions about this contact list or the responsibilities of a Class Rep please feel free to contact the PAC Executive at pacsve@gmail.com

Thank you,
Your SVE 2018-19 PAC Executive