



# BOUNDARY PARK ELEMENTARY SCHOOL

Confident -- Courageous -- Committed

## Parent Advisory Council

### REQUEST FOR FUNDS

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One of the functions of the Boundary Park Elementary School Parent Advisory Council is to raise funds and administer those funds in support of the students' experience. PAC funding primarily supports extra-curricular activities, not for curricular programs or school infrastructure. Careful consideration is given to maintaining a balance between raising sufficient funds to enhance the students' experience and avoiding fund-raising burnout for parents. Funds are currently raised through our BC Community Gaming Grant, as well as through various fund-raising activities during the school year. Each spring, a draft budget is prepared for the upcoming school year, using input from parents, teachers and staff.

Funds may be accessed through a grant application process, using the Boundary Park Elementary Request for Funds Form available to teachers, school administration and parents.

While there are some external restrictions on how BC Community Gaming Grant Funds may be spent, distribution is determined by PAC members, using the following criteria as guidelines:

- A balance between areas of interest: music, art, theatre, sports clubs and teams, academic opportunities, health and safety, community engagement, etc.
- Amount of request vs. available funds
- Feasibility of project
- Provision of a reasonably detailed budget

#### Examples of projects which may be eligible for PAC funding:

- Indoor and outdoor playground equipment
- School sports team uniforms
- Cultural activities, including author and artist visits
- Field trips and awards ceremonies
- Science fairs

#### Examples of projects which would not be eligible for PAC funding:

- Textbooks and/or resources for regular instruction
- Teacher time
- Repair or maintenance of building or fixtures
- Standard classroom furniture
- Expenses already incurred



**Boundary Park Elementary School**

12332 Boundary Drive N, Surrey, BC V3X 1Z6

Tel: (604) 543-8158 Fax: (604) 543-519



@boundaryparkelem



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#### **PAC Funding requests fall into one of three categories for review:**

##### **Planned Program Funding**

These are typically identified in advance as part of the planned curriculum, and may include annual field trips, participation in competitions, author visits, etc. Requests for these projects are reviewed in September and January.

##### **Opportunity Funding**

These are typically opportunities not easily identifiable in advance, such as last-minute opportunities to attend a previously unknown event, field trips and events to reward achievement, championship-level sporting trips, and other last minute great ideas. Requests for these projects are reviewed at the monthly PAC meetings. Forms should be submitted to the Principal for review at least one week prior to the regularly scheduled PAC meeting.

##### **Emergency Funding**

These are typically unexpected and urgent expenditures, such as replacing a broken camera or necessary equipment, increased cost to a previously planned activity due to unforeseen circumstances and other emergency circumstances. Forms should be emailed directly to the PAC Executive and Principal and will be reviewed without delay. Please note that expenses already incurred will not be considered, so please make your request before making a purchase.



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## Boundary Park Elementary Request for Funds Form

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Funds requested for: \_\_\_\_\_

Brief description of project or purpose of items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Breakdown of expenditures (include per student cost, tax, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit this form to the Principal first, who will pass it on to the PAC for consideration at the next general meeting. Forms may be found on the PAC page of the school website.

Principal's signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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### This section to be filled out by Boundary Park Elementary PAC Executive

Request Approved: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_

Request Denied: \_\_\_\_\_



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