

## **POLICY FOR ECOLE PANORAMA RIDGE MONETARY REQUESTS**

### **Steps to follow**

1. All requests for either Gaming funds or PAC funds must be applied for in writing. These monies are separate monies and at no time be referred to as one amount of money.
2. A Funds Request (formally Wish list) form is available from the PAC Executive at the beginning of each school year prior to budget approval.
3. Fund Requests are to be received by a determined due date set by the PAC Executive. This year the Requests are due October 15, 2007, no later than October 31, 2007
4. Once a request is received the executive will determine which account Gaming or PAC the request is being applied for. Once determined the policy for that account will be used.
5. Requests received after budget approval will be looked at individually and will be brought forward to the parents at the next meeting, if funds are available.
6. No requests will be accepted by the PAC executive if the above steps are not followed.

### **GAMING FUNDS POLICY**

1. If applying for Gaming monies the request must fall under the guidelines set by the Province per use of these monies. These monies are in a separate account for gaming monies. See list below:

Gaming funding is intended to benefit students by enhancing their extracurricular opportunities:

- student publications: newsletters, yearbooks
- student competitions: writing, debating, chess, music
- student computers: software, hardware, accessories
- student societies: drama club, student society
- student ceremonies: graduation, dry grad
- student conferences or educational field trips within BC
- uniforms and equipment for extracurricular activities

- sports or playground equipment
- awards and trophies
- scholarships and bursaries for post secondary education
- capital acquisitions directly benefiting students, such as playground equipment and student computers
- student transportation and travel within BC
- student transportation and travel outside BC, where the student group:
  - is representing its school as a result of merit achieved through organized competition
  - is competing in a sport that involves cross border travel
  - has been selected because of its level of creative achievement or success, or
  - is entered in a recognized competition in which there is a formal evaluation or adjudication process.

Grant funds to PACs and parent groups may be accumulated for up to three years without prior approval from the Branch.

2. Under the Gaming Funds no group will receive over 15% of the total funds received. If the request is of a higher percentage the request may have to carry over a 2 year or maximum 3 year period or explained to parents at time of budget approval to why this request has been put into the budget. As these monies need to be allocated fairly to all requesting, so all can benefit.

## **PAC FUNDS**

1. PAC monies are received from the parents of student who attend this school. These monies are collected at the beginning of each school year in the amount of \$25.00 per student. The monies donated are done voluntarily. Once received go into a separate bank account.
2. These monies requested fall outside the guidelines of gaming monies. These monies will be used for items such as example: a School Sign, Student awards, trophy case, in class items a teacher may need and other requests that gaming does not cover.

3. Under the PAC Funds no group will receive over 10% of the total funds received. If the request is of a higher percentage the request may have to carry over a 2 year or maximum 4 year period or explained to parents at time of budget approval to why this request has been put into the budget. As these monies need to be allocated fairly to all requesting, so all can benefit.

### **GUIDELINES FOR BOTH**

The PAC would like all monies that are allocated fall under the above steps but also by these 3 guidelines

1. How long will this benefit last
2. How many students will benefit from this
3. How does this request fall into the school goals

Once all requests have been received and determined which funds they need to access a budget will be written. The budget will then be brought forward to the next meeting in November to either be approved by a unanimous vote or rejected by the same. Once the budget has been approved the monies will be allocated, letters will be sent to the requestor either advising of approval or denial of their request. When the requestor provides receipts monies will be paid. If rejected, then proposals will be explained and then dealt with again and another vote will be taken until the budget is approved.

October 8, 2007