

Ray Shepherd PAC

September 12, 2016

Dear Parents,

Welcome back to another amazing year at Ray Shepherd. I hope you had a great summer with your kids! My name is Aimee McDonald and I am the PAC President. We are looking forward to a fun and exciting year and the PAC would like to welcome all of the new families to Ray Shepherd. We would also like to welcome back our returning families. Last year was so much fun and we are hoping to make this year even more so.

This year's first PAC meeting will be on September 20th at 8:45 a.m. in the Staffroom by the Office. There are many opportunities for parents to get involved with the PAC's fundraising activities and school events. There are also a few positions that need to be filled immediately.

Positions needed:

1. **PAC Secretary**- must be able to attend PAC meetings, take notes during meetings, and make minutes out of the notes for approval at the next meeting. They will have signing authority on cheques and will sit on the executive board. Time commitment per month is approximately 3 hours.
2. **Jersey Coordinator**- this person is responsible for handing out jerseys and collecting post-dated deposit cheques and collecting and washing returned jerseys at the end of the year. This position is perfect for a parent who has 5 or 10 mins at drop off and pick up to dash into the school and collect forms or jerseys. Approximately 4 hours per month.
3. **Earthquake container coordinator**- this person is responsible for taking over the stock and maintenance of our earthquake prep container. This container is already stocked and ready to go but we just need to keep an eye on the number of students and the number of rescue packs and from time to time replenish expired items. Approximately 1 hour per month.



Thank you so much for your commitment to making this year a great one! We are looking forward to seeing you at the next PAC meeting on September 20th at 8:45 a.m. in the Staffroom.

Kind regards,

Aimee McDonald
PAC President