

## ECM PAC Funding Requests 2013/2014

### **What is a Funding Request?**

At a PAC Annual Budget meeting an amount of money is allocated to fund different school activities. Parents/guardians and staff members are asked to submit requests for things that they wish to be funded such as: field trips, clubs, guest performances etc...

### **Who is eligible to apply?**

Any parent/guardian with a child attending Ecole Christine Morrison (ECM) Elementary School as well as any staff member employed at ECM Elementary School.

### **Where can I get a PAC Funding Request Form?**

Forms are available on the PAC Bulletin Board or on the PAC website.

### **When is the deadline?**

Parents and staff are strongly encouraged to hand in completed forms as early as possible in the school year for consideration. **Please submit requests no later than 1400 (2:00 pm), Friday prior to the next PAC Executive meeting.**

### **To whom do I give my completed form?**

Parents may return their completed forms to any member of the PAC executive. Staff may return their completed forms to the principal or vice principal.

### **What happens to the Funding Requests after they are submitted?**

**Step 1:** The completed request forms from parents/guardians are evaluated and prioritized by the PAC executive (Funding Requests will be a standing agenda item at every executive meeting). Staff members funding requests are reviewed and prioritized by the vice-principal and principal. Their prioritized list is then submitted to the PAC executive.

**Step 2:** The PAC executive reviews all requests and makes recommendations to the PAC at the general meeting on whether to approve, reject, or defer a request. Members vote on the requests. \*Remember that any parent/guardian with a child attending ECM Elementary School is a voting member.

**Step 3:** The PAC executive prepares a list indicating the results of the vote on the funding requests. The list will be sent to parents via the PAC newsletter. A designated PAC member will inform staff of the results of their requests.

### **When does my budget expire?**

The approved amount is to be used ASAP and will expire with the end of the school year. If you have further questions, please ask the PAC Chair or Vice-Chair or any member of the PAC executive team.