



# Parent Support Group

*Goals / Guidelines / Operational Procedures  
rev. 02 March 2009*

**St. Anthony's Parent Group**  
**Revised March 2, 2009**

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**Goals**

1. To unite the home, school and parish in nurturing a well rounded Catholic education at St. Anthony's.
2. To keep parents informed of the school activities, events and meetings sponsored by the parent group.
3. To encourage parent awareness and involvement in school activities to the fullest possible extent.
4. To hold regular monthly meetings:
  - a) To allow decisions to be reached in an informal manner by group discussion and **consensus**.
  - b) To provide programs for parent education which enhance the well being of the home, school and parish family.
5. To achieve a strong membership where all feel comfortable having a voice.
6. To fundraise for the benefits of our staff and students at St. Anthony's.
7. To foster a good relationship between parents, teachers and students.

**Operational Guidelines**

1. The meetings of the Parent Group will be chaired by a parent of a student at St. Anthony's.
2. Concerns regarding staff or discussion of individual students or parents at St. Anthony's will not take place at the monthly meetings. Those concerns should be directed to the appropriate individual involved. I.e. School Council or Principal
3. All sub-committees will report to the Executive Committee monthly by attendance at the meeting, or a paper or e-mail report to the Chairperson, handed in by the Friday before the meeting, and will function within the goals of the Parent Group.
4. Call for nominations for Executive & committee coordinators will be at the May meeting. Final call for nominations and voting will take place at the June meeting. Notices for nominations & voting (both May & June meetings) will be put in the Nalabila Weekly for all parents to attend. Ideally executive positions are to be held by a parent who has had a child in the school for at least one (1) school year. The voting members present will constitute a quorum and elect the Executive and committee coordinator members by a show of hands.
5. The elected term of office will commence September of the new school year and will be held for 1 year. A member may serve on the executive for as many years as he/she is elected to a position. In the event of a vacancy on the executive during the year the Parent Group shall elect a new Executive who will hold the position until the end of the current school year.

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6. At the beginning of the new School year, these guidelines will be reviewed by the Executive members. The contact information will be updated and a new copy of this document will be given to the School Secretary to be available to anyone wanting a copy.
7. In the event of the Executive positions not being filled, the Parent Group will dissolve and any monies will be submitted to the School Council Treasurer.
8. No St. Anthony's parent shall profit from any fund-raising activity undertaken by the Parent Group.
9. If procedural problems arise, Robert's rules of order shall apply.

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**Fundraising**

The Parent Group will oversee all sponsored fundraising activities.

- (a) Hot Lunch Sales**
- (b) Special Fundraising Events**

**(a) Hot Lunch Sales**

The Hot Lunch Sales will be an ongoing fundraising activity organized by a coordinator who reports to the Chairperson. Monies raised should be counted and given to the Treasurer for immediate deposit into the St. Anthony's Parent Group bank account at Envision Credit Union.

Any late orders will be at the discretion of the Hot Lunch Coordinator.

**(b) Special Fundraising Events**

The Executive will oversee all Parent Group fundraising activities. Special fundraising events will be undertaken each school year by the fundraising team to raise funds for the Parent Group. One member of the fundraising team will head the committee and directly report to the Executive. The membership will then decide how the special fundraising efforts will be directed during the upcoming year.

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**Duties of the Chairperson**

1. Plan the agenda.
2. Chair the meetings.
3. Obtain the school calendar from the Principal that applies to the Parent Group.
4. Know in advance duties and activities by month.
5. Approve special committees with assistance from the Executive.
6. Hold Executive meetings at least every other month.
7. Does not have a vote except in matters of tie breaking.
8. May remove themselves from the table due to conflict of interest.

**Duties of the Vice-Chairperson**

1. Organize programs or speakers.
2. Chair meetings in the absence of the Chairperson.
3. To be responsible for the Public Relations activities within the Parent Group.
4. If presented with a situation outside of the duties of Vice-Chairperson, you must defer to the Chairperson before taking any action.

**Duties of the Past Chairperson**

1. Act as Chairperson in the absence of the Chairperson and Vice-Chairperson.
2. Attend Parent Group meetings and Executive monthly meetings.
3. Advise Executive and Parent Group when asked to do so.
4. If presented with a situation outside of the duties of Past Chairperson, you must defer to the Chairperson before taking any action.

**Duties of the Secretary**

1. Take attendance.
2. Record minutes of the meeting.
3. Submit copies of the minutes to appropriate people (ie. school office, Principal, Parish Priest, bulletin board, staff bulletin board, and Executive)
4. If presented with a situation outside of the duties of Secretary, you must defer to the Chairperson before taking any action.

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**Duties of the Treasurer**

1. Co-ordinate general bookkeeping duties as it relates to Parent Group accounts.
2. Present and submit monthly treasurer's report which includes income and expenses from hot lunch sales, and any other fundraising activity.
3. Submit an annual financial report in June of each year.
4. Submit application for PAC/DPAC Direct Access Funding after April 1 and before June 30.
5. Submit Gaming Account Summary Report within 90 days of fiscal year end, which is August 31.
6. Submit Application for Refund of Social Service Tax to FISA by July 31.
7. If presented with a situation outside of the duties of Treasurer, you must defer to the Chairperson before taking any action.

**Duties of the Class Rep**

1. Delegated telephoning duties pertaining to each individual class.
2. If presented with a situation outside of the duties of Class Rep, you must defer to the Chairperson before taking any action.

**Duties of the Teacher Rep**

1. A confidential liaison between teachers and Parent Group.
2. Attend monthly Parent Group meetings or send designate to report on school activities.
3. May participate in all discussions, but does not have a vote.

**Duties of Uniform Committee**

Due to new uniform company as of July 2008, this is being completely reworded.



**Official Written Correspondence Guidelines**

- Any official correspondence written on behalf of, or representing the Parent Group, must be approved by two (2) members of the Executive prior to distribution. This ensures all pertinent information is correct and that the correspondence reflects the Parent Group in a favourable, responsible and respectful manner.
- Any Executive or sub-committees of the St. Anthony's Parent Group must have the Executive's approval for distributing correspondence. This will ensure all pertinent information is correct and reflects the Parent Group in a favourable, responsible and respectful manner.

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**Financial Guidelines**

- Any documentation such as deposit slips, receipts or invoices must be original in nature and have all required information clearly stated on the document such as fundraiser name, date, amount and company contact information etc...
- All Parent Group deposits must be remitted immediately to the Treasurer or one other member of the Executive. This ensures accountability, accuracy and efficiency of St. Anthony's Parent Group banking records and meeting reports.
- Prior approval for all expenditures must be given by two (2) members of the Executive (Chair/Treasurer/Secretary) to the Fundraising Event Coordinator before the expenditure occurs. This ensures clear communication and accurate meeting reports throughout the duration of the fundraising event.
- Once the Executive has given prior approval to the Fundraising Event Coordinator, it is then the responsibility of the Fundraising Event Coordinator to provide the Treasurer or the Executive with original documentation (ie. invoice or receipt) in order for payment, pre-payment or reimbursement to occur.
- It is the responsibility of each Fundraising Event Coordinator to provide either a written or verbal report for each of the monthly meetings. This ensures up-to-date information is available to allow for educated and timely decisions to be made during the monthly meetings.

**Hot Lunch Coordinator**

- Coordinator is automatically authorized for necessary funds to purchase supplies for hot lunch up to \$600 for pizza, \$600 for groceries per month. If a larger amount is required, the Coordinator must receive prior approval from two members of the Executive.
- Order forms are received on a monthly basis. Deposits/remittance must be tallied and submitted to the Treasurer for deposit within 5 days
- Late orders accepted at the Hot Lunch Coordinator's discretion.

## **Procedures for Expenditures**

### **Invoice**

1. Acquire pre-approval from the Treasurer plus one member of the Executive.
2. Upon receipt of the original invoice, present invoice to Treasurer for payment.
3. If invoice is required payment upon delivery, phone Treasurer in advance with billing information.
4. Arrange to have a member of the Executive with completed cheque waiting at pre-determined place and time so that payment can be made upon delivery of invoice.

### **Receipt**

1. Acquire pre-approval from the Treasurer plus one member of the Executive.
2. Provide original receipt to Treasurer for reimbursement.

### **Pre-Payment**

1. Acquire pre-approval from the Treasurer plus one member of the Executive.
2. If possible, have written confirmation of the expenditure faxed or mailed to school at 250-632-6313 or 1750 Nalabila Blvd., Kitimat, BC V8C 1E6. (This guarantees our order and/or refund if the order cannot be filled).
3. Ask for original receipt of the expense to be made out to St. Anthony's Parent Group. Have receipt mailed to the school's address to St. Anthony's Parent Group, 1750 Nalabila Blvd., Kitimat, BC V8C 1E6.
4. Make sure all relevant contact information is included on the written confirmation and receipt (ie. name, full address, phone and fax number).
5. Once written confirmation is received, then the Treasurer will issue cheque/payment.

### **Hot Lunch**

1. Coordinator is automatically authorized \$600 for pizza, and \$600 for groceries each month. If a larger amount is required, the Coordinator must receive approval from the Treasurer plus one member of the Executive.

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**Executive Contact Information**

**2008/2009**

Chairperson	Laura da Costa	250-632-7796	laddacosta@telus.net
Vice Chairperson	Shannon Ferguson	250-632-3935	jsferg@telus.net
Secretary	Sophia Jacob	250-632-7674	hjacob@telus.net
Treasurer	Lorna Marleau	250-632-7378	lmarleau@telus.net