

Dear Parents/Guardians:

Re: Prince Philip French Immersion Public School, School Advisory Council
2019-2020

Parent Councils are an opportunity to become involved in your child's school community. To meet other parents and find out what is going on at the school month to month. At Prince Philip, we believe that parents are important and make a real difference to children's learning. When parents are involved children do better and achieve more.

School Advisory Council (SAC) allows everyone involved in school life - parents, learners, teachers, school staff and the wider community to work together to improve the school. It also allows all parents to have a say in their children's school environment by affording the opportunity to express their views and ideas. SAC is your opportunity to advise and help the school administration in their decision-making and efforts to best support the students.

School Advisory Council General Meetings are usually held once a month from 6:30 to about 7:30/8:00 p.m. Meetings are open to all parents and guardians and everyone is invited and encouraged to attend.

Elections of the School Advisory Council Executive will take place at the first meeting. A person may be elected to a parent member executive position if they are a parent/guardian of a student in the school. Should you wish to participate on our School Advisory Council Executive, please submit your self-nomination to the school office.

Yours truly,

Lynn Tisi - Principal – Warren Dixon - Vice Principal



School Advisory Council Positions for 2019/2020

Position	Approx. Time Commitment	Duties
SCHOOL ADVISORY COUNCIL - PARENT OFFICERS		
Chair/Co-Chair	4-8 hours per month	Have general supervision of school council activities. Set agenda with principal and chair monthly school council meetings. Review minutes with Secretary and Principal. Be a spokesperson for the school council as required. Assist other parent officers and at SAC events. This position may be shared.
Secretary/Co-Secretary	3-5 hours per month	Attend and record minutes of monthly meetings and provide the minutes for distribution. Keep records of officers, minutes of meetings and other School Council correspondence. This position may be shared.
Treasurer	1-3 hours per month	Be responsible for the counting and recording of all monies from SAC events. Properly account for receipt and expenditure of funds and keep such books as may be directed or required. Present a brief report at monthly meeting if required. One person must fulfill this role.
Fundraising Committee Chair	Variable, depending on fundraising requirements	Have supervision of and coordinate SAC fundraising events and initiatives Organize additional Fundraising committee meetings as required. Coordinate volunteers to assist with events. Report at monthly SAC meeting regards fundraising initiatives. This position could be shared.

All parents/guardians of students enrolled at the school are eligible to hold any one of the positions outlined above.



Please complete the form below and submit it to the school office

I wish to declare my candidacy for an elected position as a parent/guardian representative on the Prince Philip French Immersion Public School Advisory Committee (SAC).

Circle Position:

CHAIR/CO-CHAIR

SECRETARY/CO-SECRETARY

TREASURER

FUNDRAISING COMMITTEE CHAIR

NAME:	
HOME PHONE #	
CELL PHONE #	
E-MAIL ADDRESS	

I am the parent of the following student(s) at Prince Philip F.I Public School.:

Student: _____ in Grade: _____

Student: _____ in Grade: _____

Student: _____ in Grade: _____

Candidate's Signature: _____ Date: _____ 2019