

École Secondaire REYNOLDS Secondary School

PAC Allocation of Funding for 2017-2018



The main sources of funding are available to our school for this year:

- A lump sum amount from Gaming (estimated at \$20,000)
- Unknown amounts from Donations

A sub-committee of PAC has been formed to review requests for funding and prepare a budget for recommendation. The recommended budget will recognize the diversity of extra curricular and co-curricular opportunities in a manner that strives to be both fair and equitable.

Parents in attendance at the **November** and **February** PAC meetings will have an opportunity to discuss and vote upon the recommendations of the Funding Committee. We encourage groups that are requesting funding to have representation at PAC.

A contingency fund equal to approx 10 percent of available funds will be held for February allocation. The same process of funding application will apply with requests due **January 31st** and funding allocation decisions occurring at the February PAC meeting.

When reviewing requests for funds, we will consider the following criteria:

- Purpose** – How will the requested funding enhance student learning and strengthen Reynolds as a school community?
- Impact** – How many students and how large a community will benefit?
- Need / Other Sources of Funds** – What other sources of funds does the group have access to? Fundraising? Other assets? Other anticipated sources of funds?

REQUIREMENTS:

- This year we have a fillable PDF request form for use which can be found on the Reynolds website under the Parent Info/PAC Documents. These completed forms can be emailed to Mr. Aerts (taerts@sd.61.ca). Hard copies will also be made available in the office. Hard copy requests for funds are to be submitted to the PAC mailbox (ATT: TREASURER) in the copy room across from the office. If there is not enough room on the form an additional page can be attached. **Itemized cost estimates and/or quotes should accompany the request for funding.**
- Requests for funding must be received in the PAC mailbox (ATT: TREASURER) by **October 4th**. If you would like to make a presentation supporting your request these can be made at the **October 5th** PAC meeting with a **time limit of 5 minutes per presentation**.
- The budget will be voted on at the **November 9th** PAC meeting. A contingency fund equal to approximately 10% of the total budget will be held for **February** allocation.
- Once your purchase is made/field trip taken, the receipts can be submitted by the school on your behalf, once the receipt is provided to the PAC the funds will be paid to the school.
- Receipts for all monies spent must be provided to the PAC by no later than **May 15th**, to allow the PAC to report back to Gaming. **All monies either unspent or without receipts will be re-allocated. Please contact PAC for any exceptions.**
- Groups requesting funding of more than five-hundred dollars are required to demonstrate evidence of fundraising activities. (funding committee may approve some exceptions to this.)

Questions about this process (or suggestions for improvement ☺) can be submitted to:

tara@originbakery.com