

Bayside Middle School - PAC Funding Requests Guidelines & Criteria

Background: One of the functions of the Bayside Parents' Advisory Committee is to raise funds and administer those funds in support of the students' experience during their middle school years. PAC funding primarily supports extra-curricular activities; Bayside PAC does not supplement funding for curricular programs or school infrastructure. Careful consideration is given to maintaining a balance between raising sufficient funds to enhance the students' experience, and avoiding parent fund-raising burnout for parents. Funds are currently raised through our Gaming Grant, as well as fund-raising activities such as PAC Pizza Day, Thrifty Smile Card program, Monks school supply program, Co-op Membership program and voluntary donations. Each spring, a draft budget is prepared for the following school year, using input from parents, teachers and staff. Typical examples of budget items include: funding to each class for field trips and for classroom funding, to earthquake preparedness, Breakfast Club funds, staff appreciation and/or family welcome events, for a late bus, and for reserve funding for the incoming PAC. Other funds may be accessed through a grant application process, available to teachers, school administration and parents.

While there are some external restrictions on how BC Gaming Funds may be spent, in general, fund distribution is determined by members of the PAC, using the following criteria as guidelines:

- A balance between areas of study of interest: music, art, theatre, sports clubs and teams, academic opportunities, as well as health and safety, community engagement, etc;
- Amount of request vs. available funds
- Feasibility of project
- Fund-raising efforts made outside of PAC request
- Provision of a reasonably detailed budget when applicable, showing revenue and expenses

Examples of projects which may be eligible for PAC funding:

- Indoor and outdoor playground equipment
- School sports team uniforms
- Cultural activities, including author and artist visits
- Field Trips
- Awards Ceremonies
- Science Fair

Examples of projects which would not be eligible for PAC funding:

- Textbooks
- Resources for regular instruction
- Teacher time
- Repair or maintenance of building or fixtures
- Standard Classroom furniture
- Expenses already incurred (i.e. retroactive funding)

PAC Funding requests fall into one of three categories for review:

A) Planned Program Funding

These are typically identified in advance and planned out as part of the planned curriculum, and may include annual field trips, participation in competitions, author visits, etc. Requests for these projects are reviewed in October and February.

B) Opportunity Funding

These are typically opportunities not easily identifiable in advance, such as last-minute opportunities to attend a previously unknown event, field trips to reward achievement, championship level sporting trips, and other last minute great ideas. Requests for these projects are reviewed at the PAC monthly meeting. Forms should be submitted at least one week prior to the regularly scheduled PAC meeting.

C) Emergency Funding

These are typically unexpected and urgent expenditures, such as replacing a broken camera or necessary equipment, increased cost to a previously planned activity due to unforeseen circumstances; other emergency circumstances. Forms should be emailed directly to the PAC Secretary and copied to the Principal, and will be reviewed without delay. Please note that expenses already incurred will not be considered, so please make your request before making a purchase.

Bayside PAC Request for Funds Form

Name: _____ Title: _____

Date: _____ Dollar Amount Requested: _____

Request funds for: _____

Brief description of project or purpose of items: _____

Breakdown of expenditures (include per student cost, tax, etc.): _____

Please submit this form to the Principal first, who will then pass it on to the PAC for consideration at the next general meeting. Additional forms may be found in the PAC box in the office. Thank you.

Principal's signature: _____ Date Signed: _____

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This section to be filled out by Bayside PAC Executive

Request Approved: _____ Dollar Amount: _____

Request Denied: _____