

St Ann's Academy Parents' Association Handbook

Approved December 8, 2020

PREAMBLE

Legally known as the Parent Support Group, the St. Ann's Parent Association (SAPA) became branded within the school in September 2016 to better identify what its purpose is. SAPA is analogous to a parent advisory council in the public school system. This handbook updates the version approved by SAPA on December 11, 2018, incorporating procedures developed in 2018 and 2019.

ST ANN'S PARENTS' ASSOCIATION PURPOSE

To assist the School Administration and School Council in meeting the needs of the school community, defined as the students, parents/guardians, and staff of St. Ann's Academy (the School), but excluding the preschool and daycare.

OBJECTIVES

- Collaborate and communicate with School Administration, teachers, parents, and students
- Foster school spirit promotion of St. Ann's Academy in the community
- Raise, receive, and administer funds through grants and fundraising activities
- Distribute funds for a variety of purposes, primarily for student extra-curricular activities, but that also may support program enhancement and parent education
- Balance distribution of funds across sports, arts, and other activities, both in-school and off-site including travel costs and balanced across elementary and high school
- Manage and administer SAPA scholarships

AUTHORITY

Authority for SAPA is the Bishop of Kamloops Diocese and the Catholic Independent Schools - Kamloops Diocese (CISKD) Board of Directors. CISKD is a non-profit society.

SAPA acts in accordance with the policies of the St. Ann's School Council but operates independently from the Council.

STRUCTURE

SAPA is legally known as the *Parent Support Group (PSG)* and is a structure created by CISKD. The Diocese reports to the BC Registrar of Companies, as all non-profit societies do, on behalf of SAPA with a June 30 year end.

MEMBERSHIP AND COMPOSITION

SAPA is composed of any parent or guardian that wants to participate and includes the following:

- | | |
|--------------------------------------|--------------------------------------|
| ▪ President | ▪ BC Lottery Corporation liaison |
| ▪ Vice President | ▪ Bank runner |
| ▪ Treasurer | ▪ Class reps |
| ▪ Secretary | ▪ School administration (ex officio) |
| ▪ Fundraising coordinator (optional) | ▪ School council (ex officio) |

The Executive shall be composed of the President, Vice President, Secretary, Treasurer, ("officers") and fundraising coordinator. Officers are signing authorities.

Committees may be struck to address specific initiatives. See Appendix 3 for spring raffle details as a guide.

ROLES OF MEMBERS

The roles of the members, in addition to attending all SAPA meetings, is as follows:

- President - prepares agendas; collects paperwork from office; chair meetings; signs off on requests and cheques (based on approval from committees); supervises all other officers in execution of their duties; presides at all meetings; is a signing officer; signs off on Parent Participation hours (PPP) for class reps
- Vice President - supports President; fills in chair duties in President's absence; is a signing officer
- Secretary - takes minutes at all meetings; issues and receives correspondence; ensures notification of regular meetings in school calendar; may be a signing officer
- Treasurer - maintains financial records of the Gaming Account (monthly statements, year-end summary); maintains financial records; is a signing officer; prepares budgets; ensures compliance with current BCLC licences or grants
- Fundraising Coordinator - takes the lead on all fundraising activities
- BCLC Licence Coordinator - requests gaming licenses; prepares reports for SAPA executive to sign; works with school to complete licenses needed by staff for school gaming events; requires flexibility during the day to answer calls from BCLC
- Bank runner - conducts trips to the bank for deposits; provides deposit slips to treasurer; requires flexibility during the day
- Class reps - communicates to and from parents; assists with volunteer recruitment for SAPA events; organizes or delegates parents from the class to help out with fundraising activities; coordinates class gifts to teachers by receiving donations (no minimum amount, not mandatory participation by all parents; without relying on office staff to collect funds)

MEETINGS AND LOGISTICS

SAPA regular meetings are held monthly, the second Tuesday of September through June, at 6:30PM in the meeting room (309) (subject to change at beginning of year if needed) or online. Agendas, minutes from the previous meeting, and other material are distributed a week in advance of meetings via email. Once minutes are approved at the subsequent meeting, they are to be posted on the school website under the SAPA tab.

SAPA executive meetings may be held as needed. Purposes of executive meetings are twofold: to review funding requests for completeness and summarize or prioritize items for a subsequent regular meeting. School administration and/or council may be invited to an executive meeting.

SAPA annual general meeting is to be held once per year and include a President's report, Treasurer's report, and election of new executive for two-year term (one half of executive, to ensure overlap).

Meetings are open to all St. Ann's parents/guardians to attend.

QUORUM

Quorum for a SAPA regular meeting or an annual general meeting is 5 members, which must include at least 2 officers. Quorum for a SAPA executive meeting is 3 officers.

DECISION MAKING PROCESS

SAPA will operate based on Robert's Rules of Order, using motions, requiring a seconder, and votes by simple majority. President only votes when there is a tie. Financial decisions are only to be made at a regular meeting or annual general meeting.

BUDGET AND FINANCES

SAPA manages both funds collected through fund raising and gaming grants. SAPA continues to identify sources of funding to meet the desired outcomes of the parent membership. Different sources of income have specific spending requirements to which SAPA adheres (Appendices 1 and 1.1).

SAPA has two bank accounts. The gaming bank account is maintained at a CIBC branch. Any non-gaming funds generated will be managed through a St. Ann's Academy school bank account.

See Appendix 1 *Policy for Distribution of SAPA Funds* and Appendix 2 *Scholarships Criteria and Application Procedures*. Officers may be signing authorities as noted in the Roles of Members section above.

FUNDRAISING

Dates for fundraising events must be coordinated with School Administration, ideally by October each year. School Administration and School Council must approve fundraising activities anticipated to raise more than \$5000; less than that, School Council approval is not needed.

COMMUNICATION

SAPA email account is sapa@st-anns.ca which is a gmail account.

The School maintains a Facebook page, and can be used to communicate SAPA information to parents and guardians. Additionally, the bimonthly school newsletter can be used, or parents can be emailed directly from the SAPA email account.

Approved minutes and this handbook are posted on the school website. All documents, procedures and minutes back to 2016 are posted on the SAPA google drive.

A communications committee may be struck each year, with the purpose to develop and/or update a communications strategy.

ANNUAL CYCLE OF ACTIVITIES

The following is the **general** cycle of activities (adjust based on activities planned):

Month	SAPA Business Activity	Fundraising Events*
September	<ul style="list-style-type: none"> ▪ Confirm budget for school year, from previous June meeting ▪ Populate committees for the year 	<ul style="list-style-type: none"> ▪ Davison Orchards
October	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
November	<ul style="list-style-type: none"> ▪ Confirm fundraising activities, spring raffle prizes 	<ul style="list-style-type: none"> ▪ Bazaar
December	<ul style="list-style-type: none"> ▪ Christmas lunch - staff appreciation 	<ul style="list-style-type: none"> ▪
January	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Bowling
February	<ul style="list-style-type: none"> ▪ Scholarship applications open ▪ Catholic Schools Week - staff appreciation 	<ul style="list-style-type: none"> ▪ Initiate spring raffle
March	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Spring raffle draw
April	<ul style="list-style-type: none"> ▪ Funding applications open to teachers (see Appendix 4) to be communicated by Principal ▪ Receive and adjudicate scholarship applications (deadline April 15) 	<ul style="list-style-type: none"> ▪
May	<ul style="list-style-type: none"> ▪ Award scholarships at graduation ceremonies ▪ SAPA funding requests from teachers due to Principal by first Friday in May ▪ Executive meeting - late May to review funding applications 	<ul style="list-style-type: none"> ▪
June	<ul style="list-style-type: none"> ▪ Annual general meeting - 2nd Tuesday in June ▪ Approve budget for following year ▪ Staff appreciation lunch 	<ul style="list-style-type: none"> ▪

*Events as of 2018; these may change; some are long-standing, some are new.

AMENDMENTS

This handbook may be amended with the approval of the Superintendent of Schools for the CISKD, in consultation with the Catholic Independent Schools of Kamloops Diocese Board of Directors. Suggested amendments are to be forwarded three months prior to changes being considered for implementation.

Appendix 1 - Policy for Distribution of SAPA Funds

What are Gaming Funds?

BC Lottery Corporation (BCLC) gaming funds are either provided to SAPA through an annual gaming grant (\$20 per student each year) or through licensed gaming events organized by SAPA or staff of the school under the supervision of SAPA. The BCLC sets out regulations on SAPA's ability to raise funds and the use of those funds. As a basic principle gaming funds must be used for extra-curricular events and funds cannot be transferred to the school for school supplies or activities under the curriculum. For more information, please click [here](#)

The BCLC regulations insist that all gaming funds are to be managed by SAPA through a separate bank account just for those funds. Each year, a report is submitted that details the activities of SAPA, including all deposits, expenditures, and licenses that SAPA has been granted. Strict compliance with the BCLC regulations is critical. Any group found to have violated the regulations may lose their annual grant and opportunities to apply for further gaming event licenses. This would mean a loss of about \$15,000 per year for extra-curricular activities.

Common violations of the regulations include failing to obtain proper licenses for gaming events, incorrect reporting of the gaming event, and using the funds for purposes not permitted. Another important thing to remember is that only SAPA can apply for gaming licences for the school; other parties doing so will violate the licence and may result in the loss of gaming funds. Please see an executive member of SAPA or the school administration for a license application or funding request form. The BCLC also insists that all tickets issued during a gaming event (including sold and unsold tickets) need to be collected and held by SAPA for two years.

How does SAPA distribute Gaming Funds for St. Ann's Students?

To fairly allocate the available gaming funds across all extra-curricular student activities, SAPA implemented the following policy that came into effect during the 2015/2016 academic year, and should be used as guidelines for allocation of funding:

- Gaming funds are allocated on a per student basis for student-based participation in extracurricular activities. SAPA does not fund hard costs such as equipment purchases.
- Per student funding will be allocated as follows:
 - \$25 per night per student for a maximum of 2 nights (maximum for travel) - this will be a one-time allocation per sporting team or per group (e.g. SAPA can fund travel to the BC Catholics tournament but will not also fund travel to provincials for the same team)
 - For travel activities, the funding will also cover coaches/teachers in charge of the group but will not cover parent chaperones
 - \$25 per student for on-site activities (extra-curricular activities including chess club, baking club, art club, etc.)
- The amount of money to allocate per student (as outlined above) will be determined by SAPA in spring of each year, based on that year's projected budget. The intent is to try and make sure sufficient funds are available to cover activities over the course of the academic year.
- If requests are such that all monies in SAPA account are spent, there will be no additional funding given until the following year or until additional funds are raised.

Submission Deadline

- Staff are requested to submit funding requests to the Principal by the first Friday in May. This will allow SAPA to process all the requests and approve a budget in June. This allows teachers to have a clear commitment on their SAPA funding for the next academic year so they can focus on raising any additional funds if required. See Appendix 4 for funding request form.

Appendix 1.1 - Treasurer Instructions

General Instructions

A. Requests for funds

To avoid confusion and errors, all funding and cheque requests are given to the Treasurer to action (e.g. track, write a cheque, bring forward to SAPA for approval). Fundraising committee head's, teachers etc. need to fill out either a pink request form (gaming account) or yellow request form (non-gaming account) at the office prior to receiving funds. Once the form is received by the treasurer, they check the budget to ensure this request is adhering to the approved budget prior to releasing funds. ***Nobody can draw on the non-gaming account without the signature of the treasurer on the "yellow" request form.***

B. Deposits

Fundraising committee heads will provide all monies and cheques to the treasurer (not the school office) along with their tracking report. Committee heads should keep photocopies of all cheques (noting sensitive personal information) and their tracking report. The treasurer will act as second counter of funds, track the information in the monthly report, determine which account the monies should go into (gaming vs. non-gaming) and ensure it gets deposited (e.g. provide the office with the non-gaming funds; ask the bank runner to deposit into the gaming account). The treasurer is the point person for the office with regards to the deposit of funds.

Creating Annual Budget

A. Expenses

1. Use prior year expense budget to create upcoming year budget (template provided)
2. School to provide requests to Treasurer once deadline has passed
3. Enter requests for upcoming year
4. Compare year over year budgets and determine gaps
5. Send note to Principal and Vice Principal identifying gaps and ensure that no asks were missed (e.g. why gap for each item?)
6. Add any missed/lost asks so they are in budget for AGM vote

B. Revenues

1. Use prior year revenue budget to create upcoming year budget (template provided)
2. Enter fundraising activities for upcoming year
3. Compare year over year budgets and determine gaps, special circumstances etc.
4. Send note to executive and fundraising co-ordinator with budget and ask them if any fundraising activities were missed

- C. Recommendations warranted? Compare revenue vs. expense budget to determine shortfall/excess funds. Summarize findings in green box at bottom of each budget sheet (Expense & Revenue). Make any recommendations if warranted by the data. Present to AGM, make any modifications based on AGM new projects/ideas brought forward, consensus, and vote on final budget.

Any ad hoc requests throughout the year should be viewed with caution as approval outside the process could be viewed as unfair (e.g. those that got their requests in on time vs. those that didn't follow process). That being said, a brand new teacher to the school wouldn't have been able to get request in during the spring so this would be something that should be considered (see notes for other items that would qualify e.g. dry grad committee)

NOTES:

- Dry grad committee gets together each fall so no request will come in; a \$1k placeholder should be noted every year.
- There are several items from us (e.g. Back to school BBQ, bank fees, Gaming Licenses etc.) that the treasurer will need to populate at their discretion based on last year's budget/actual and needs for upcoming year (e.g. new cheques, bank fees)

IMPORTANT

Treasurer to bring their computer with the files to the AGM so any changes can be made on the spot and the committee can make an informed decision regarding how changes impact our bottom line. All new projects/ideas can then be vetted and agreed upon. The Budget **MUST** be finalized and voted on ***at the AGM without exception. If this doesn't happen it impacts the school's ability to budget for the fall.***

Completing Monthly Reporting

1. Log into CIBC account
 - a. Note: When transferring account to new treasurer go into the profile section once you've logged in and the password & card information is there. From there you can provide this information to the new treasurer so they can get access from their computer. New treasurer must change password once account moved over.
2. Download Quicken file - select from last date of download
3. Open prior month's GNU software file
4. Select "import" data from GNU software menu
5. Click on each line item and identify where it falls (e.g. Expense -> Back to School BBQ). Each line item has the cheque number so need to verify with your chequebook.
6. Run Save Report configurations - "Balance Sheet" and "Income Statement"
7. Ensure balance in reports matches balance in CIBC account
8. Save "Balance Sheet" and "Income Statement" in correct monthly folder
9. Export "Balance Sheet" and "Income Statement" as .PDF and save in correct monthly folder labeling each based on the month it represents
10. Update monthly excel tabs with revenue and expenses for that month and update green summary box at the bottom of each tab
11. Export these tabs as .PDF files, label and save in correct monthly folder
12. Go back to your CIBC account and copy and paste that month's information into an email.
13. Add the 4 PDFs - "Balance Sheet", "income statement", "monthly revenue summary in excel", "monthly expenses summary in excel" into that email.
14. Send the email to Secretary, President and VP. Always best to copy and paste the green summary box into the body of the email (optional).

NOTE: Monthly report should be sent 7-8 days prior to the meeting, so executive can send out financials one week prior to meeting.

Appendix 1.2 - Procedures for Spring Raffle

There are a lot of procedures for the spring raffle, and templates already created. See the google drive for detailed instructions. Below is a general overview of timelines, steps and responsibilities.

RAFFLE TIMELINE											
Task	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Have Raffle Committee Chair elected at AGM											
Committee Chair has a committee in place											
Prizing selected & presented at SAPA meeting					2nd Tues						
Prizing purchased, info sent to BCLC liason so they can complete Class A Licence, plan/timelines approved by SAPA						2nd Tues					
Licence approval 8 weeks											
Work with printer to have tickets ready											
Print tickets as soon as you get licence #								Week 1-2			
Get Student list from Office (with those names removed who don't take part)								Week 1-2			
Assign tickets using ticket template to families								Week 2-3			
print family name and attach to envelope that contains ticket								Week 2-3			
Print info letter that goes into envelope with tickets								Week 2-3			
Elementary school tickets - office will give to teachers								Week 3-4			
High School tickets - committee MUST hand them out to each student so arrange with Brent - VP HS Maybe 2021, only give to students who want them???								Week 3-4			
Get committee members to sell tickets in community (COVID willing:)) at Save-on etc. Aberdeen Mall doesn't do well											
send out communications from office, ask office to announce on speaker									Early bird end Feb?		
Have an early bird "draw" for \$100; most tickets sold, another for handing just handing them in on time \$100											
Committee finance person counting \$ Weekly then twice weekly - MUST follow process. All money returned in locked box. 2 people count money. If tickets handed in and no \$, then follow up with that family. All money/tickets must be returned in envelope provided or baggy. Office will help with that.									weekly	2x/week	
Bank runner does deposits weekly then 2x/week large sums not stored in office									weekly	2x/week	
Draw Date & hand out prizes, that day preferred, take pictures											
Winner must be put in newsletter											
Provide BCLC with information needed for her report (see "raffle prize" tab in this workbook)											
Provide Summary report of net proceeds to SAPA executive											
Provide your recommendations and budget for next year's raffle											
Note: Treasurer to write all cheques for prizing and expenses through gaming account. The early bird prizes, however, must come from our non gaming account.											

Appendix 1.3 - Procedures for Back to School BBQ

1. Food Order

Note: order Grocery People food in advance; plan for 300 servings

The Grocery People (*order 3-5 days in advance in case they need to order food in!*)

- 2 x 18 L Vanilla
- 1 x 18 L Chocolate
- 1 x 18 L Strawberry
- 400 x 9 oz plastic recyclable cups
- 1000 spoons (use for other events or donate to school)

Note: Can be delivered with St. Ann's BBQ stuff for free or have someone pick up. School can keep the ice cream in a freezer for us. Remind them to take out an hour prior to serving otherwise it's too hard to scoop.

Bulk Barn (*Check labels that toppings are peanut free!*)

- Smarties
- Gummy bears (real juice ones)
- Gummy worms
- Sour gummy worms
- Round sprinkles
- School colors sprinkles (bag of blue and bag of yellow)

Superstore

- 2 x Smucker's Chocolate topping
- 2 x Smucker's Carmel topping
- 2 x Smucker's Strawberry topping

2. To bring

- 4-6 ice cream scoops
- 12-24 serving bowls (2 for each topping e.g. smarties)
- 12-24 tablespoons 1-2 for each of the bowls
- 2 jugs filled with hot water for the scoops

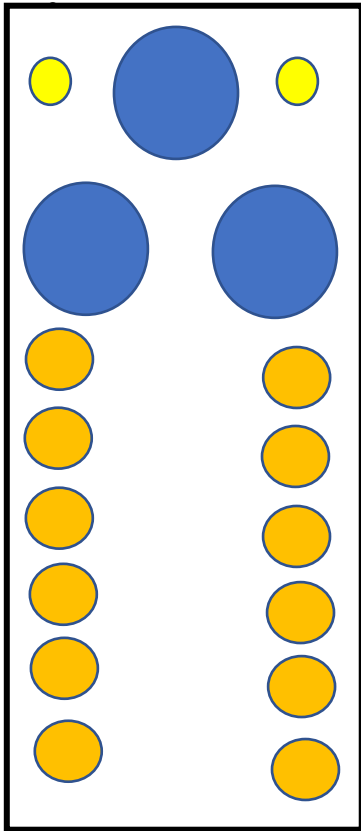
3. Set-up

- Ensure that ice cream is taken out 1 hour prior to serving otherwise it's too hard to scoop. Can call school to remind them that day ☺.
- Be there about ½ hour before start. School provides 1 table with tablecloth.
- Min. 2 people scooping ice cream, 1 person for set up.

- Set up ice cream at end of table closest to burgers – 1 vanilla, 1 chocolate, 1 strawberry with min. 2 scoopers.
- Kids should go down both sides of table so set up on each side of the table is the same (e.g. 2 bowls of smarties, one on each side of table, 1 chocolate on one side, 1 chocolate sauce on the other).

Key for set up diagram below.

- Yellow = hot water/scoop storage
- Blue = ice cream
- Orange - toppings



Appendix 1.4 - Procedures for Teacher Appreciation Lunch

Make your own sandwich with Soup/Chilli and deserts

A few notes to start:

1. Any spending for this event MUST come out of the NON-gaming account. This means that all receipts must go to the school office and be paid out by our SAPA GL 6583 PSG expense account. Please send an email, with a picture of the receipt(s) to the Treasurer so she can forward your request to the St. Ann's office finance person. This also means the organizer and/or volunteers must pay for the items then get reimbursed from the school office.
2. This event has a very small budget as our focus is on school programs, etc. and we like to try and do 2 lunches per year - Christmas and year end. Therefore it's \$350-\$450 per lunch for 70 people plus Christmas gift. Basically it's \$5/person for lunch.
3. We've had positive feedback for the format we are using now. Feel free to change it (e.g. we have looked at chopped leaf, Indian buffet and other caterers etc. but it's out of our budget and some staff have given that negative feedback). The current consensus is that if it's working you may want to stick with the formula below. That being said, as long as you're on budget, and want to do the work, you can do whatever you like 😊.
4. First week of December is also recommended as staff are busy with report cards. No Mondays or Fridays as many staff have these 2 days off.
5. Staff allergies: dairy, some fruit like pineapple, nuts. There is also a vegetarian on staff.
6. Goodie Bags to be raffled off. Starbucks close to the school will provide 2-4 goodie bags for the staff at either Christmas AND/OR year end party to raffle off. Just ask the manager a week or 2 in advance. Our school spends a lot of money there so he's happy to give us something. Please ensure you have a thank you card for him from SAPA when you pick up the goodie bags. Any other donations??
7. Lottery tickets. For Christmas, we've had great feedback for the lotto tickets. You can pick them up at Costco as you get most value for money.

What to Bring

Volunteer Asks/Donations

- Bake some nut free cookies/bars etc. (2-4 varieties) - worth 2 PPH per person who bakes
- 2 Soups (1 vegetarian; 1 non vegetarian - could be chili instead) - worth 2 PPH

- 3-5 tablecloths (Wendy, what do you recommend here???)
- Serving spoons, ladles, tongs
- 3 Plates for butter (slice butter and put on plates) and 3 knives
- 1-2 volunteers to set up and man the lunch; 1-2 volunteers to clean up (can be same 1-2 😊)

<input checked="" type="checkbox"/>	COST/ITEM	AMOUNT	TOTAL	Save on Order
	\$70	2	\$140	Large meat and cheese tray (asked for cheese to be sliced not cubed)
	\$19	2	\$38	Sandwich Condiment Tray - Lots of veggies (tomato, lettuce,) plus mayo, mustard etc.
	\$35	1	\$35	Spinach dip with ½ veggies (OPTIONAL)
	COST/ITEM	AMOUNT	TOTAL	Costco Order
	\$6	2	\$12	Bags of buns
	\$10	1	\$10	Gluten Free bread (pack of 2)
	\$4	1	\$4	Lb butter
	\$8	1	\$8	Case of bubbly
	\$8	1	\$8	Case of pop??
	\$17	8	\$153	Lotto Tickets (packs of 9) - CHRISTMAS ONLY
	\$8	2	\$16	Bubblicies (24 per case)
	\$10	1	\$10	Paper Plates (75 in a pack)
	\$9	1	\$9	Napkins (130 in a pack)
	\$19	1	\$19	Cutlery set (ask around though, may have some donated or leftover from other events)
	SUBTOTAL		\$462	CHRISTMAS
	SUBTOTAL		\$309	YEAR END (\$462 - \$153 Lotto tickets)
	TOTAL		\$771	TOTAL SPEND (BUDGET IS \$800)

Depending on your budget, remove Spinach Dip & veggies, get Bubbly or anything else donated etc.

Appendix 1.5 - Procedure for Silent Auction at Bazaar

(See templates on SAPA Google Drive)

1. Get Prizing (need 15 to 20) - 2-3 months prior to bazaar
 - Send note out end of Sept/Oct to SAPA account asking for prizing (e.g. businesses who want to donate); send note again in Oct and Nov.
 - Chad Belbin is good for golf passes
 - Heather V. is great at getting prizing
 - Parking Signs just need new decal from Picketfence Graphics
 - Make calls to Blazers, Western Canadian Theatre etc. for free tickets
2. Get all paperwork in place - 1-2 weeks prior to bazaar
 - Update prize descriptions (provided from last year), print on your printer and ask the school office to laminate these
 - Print out "Silent Auction" letters - template provided and have this laminated by office too.
 - Update and print the bid sheets
 - Ensure all prizes have instructions on how to redeem (templates have been provided - change as you see fit)
 - print out gift certificates (GC) for parking stalls with organizers name on it so organizer can work with Picketfence Graphics to get family name sticker printed;
 - another GC for Christmas Concert tickets but get these parents names to the office so they can print out signs for their chairs (e.g. reserved for "FAMILY NAME")
 - Call office and ask to have debit/credit machine ready for you on the day of the bazaar
3. Wrap prizing - OPTIONAL - 1 week prior to bazaar
 - Go to dollar store and buy clear plastic wrap, bows etc. You will need to submit your receipts to the office and let the bazaar organizer know how much money you spent as it will come out of his budget.
 - Ask Bazaar co-ordinator if they have tablecloths for you (need 3-4), if they don't buy the plastic Christmas ones at the dollar store.

Day of instructions - arrive at school by 11 am (set up takes no longer than 1 hour)

- Bring tape, 20 pens, scissors and all prizes
- Need 3-4 tables (ensure you have tablecloths)

- Grab debit/credit machine
- Set up prizing
- Have 1 - 2 people monitoring auction (2 gives each person a break)
- Stop auction at 2:45 (e.g. 15 minutes prior to end of bazaar).
- Pick up sheets, draw a line under the last bid.
- Announce who won, take payment, fill out sheet for debit/cash machine.
- Call anyone who wasn't there who won. Leave those prizes at the office and the office will hand them out and take payment.
- Don't need to do day of but will need to provide report to bazaar lead regarding winners, prize costs and expenses.

Appendix 2 - Scholarship Criteria and Application Procedures

The St. Ann's Parents' Association (SAPA) Scholarships are available to assist graduating students in meeting their post-secondary goals. As a parent organization, we believe that students require the benefits and education that higher education provides, for our children to gain the critical skills to make them prosperous, competent, and informed members of society. Our goal is to create leaders of tomorrow by recognizing students who have focused on academic excellence, a faith filled experience, focus on school and community, and responsible citizenship.

Scholarships and bursaries are available to any graduating Grade 12 student who has attended St. Ann's Academy who meets the criteria for each and is planning to enter a post-secondary program within 18 months. All students are encouraged to apply. The application deadline is April 15th of each academic year and all scholarships will be awarded at the graduation commencement ceremonies.

Scholarships awards are based on the criteria set out for each and will only be judged if all criteria are present in the application submission. Scholarships are submitted to the Student Services Office at St. Ann's Academy and are awarded at \$1000 each. The SAPA Scholarship Committee will select the recipient for each.

Students may apply for multiple scholarships, but may only be awarded one SAPA scholarship, unless there are insufficient applications that meet the criteria.

While each scholarship has its own criteria that students must meet, there are general criteria that must be adhered to. This includes:

- One **application form** per scholarship must be submitted
- Must have attended St. Ann's Academy for a minimum of 4 years, with at least two of those being in secondary school
- An **up to date transcript**; maintaining a minimum GPA of 2.5
- Must include two **letters of reference** that speak to the ideals and principles of the scholarship they are applying for
- One-page **formal letter** explaining how the applicant meets the criteria of that scholarship including intended program of study, name, and location of the post-secondary institution and status of application
- A **copy of the acceptance/registration letter** from the post-secondary institution. Funds will be provided upon proof of post-secondary acceptance. In cases of late acceptance/registration, students can provide a copy of such to the St. Ann's School Office whereby a cheque will be issued by SAPA to the student.
- Submissions must be **emailed in PDF format in one complete package** to sapa@st-anns.ca . You will receive an email to verify receipt of submission.

Applications may be submitted for the following SAPA scholarships:

- Athletic Scholarship
- Fine Arts Scholarship
- Rob Peterson Memorial Perseverance Scholarship
- Robin and Norah Cooper Service Scholarship
- Trades and Technology Scholarship

Please note the following criteria should be addressed in each specific application for each SAPA scholarship:

Athletic Scholarship

- Must have been registered and played in at least two competitive SAA sports seasons during their Grade 12 year
- Explain why high school athletics has been important
- Describe what life-lessons have been gained from participation in athletics and how they will be of value in post-secondary studies
- Reference Letters should be written by HS Athletic Director and/or SAA coaches

Fine Arts Scholarship

- Must have been registered and participated in at least two Fine Arts areas (choir, music, drama, art, dance) during their Grade 12 year and who have made contributions to the school in these areas. Credit will also be given to students who participate in community programs in these areas
- Demonstrates intent to become trained in the field of Fine Arts; including but not limited to art, drama, music, dance in a certificate, diploma, or degree program
- Describes why this field of study has been chosen, career plans, and objectives after completion

Rob Peterson Memorial Perseverance Scholarship

- Awarded in memory of Rob Peterson, a music teacher who taught at both St. Ann's Academy and Our Lady of Perpetual Help School who tragically passed away in November 2014
- Recognizes a student who embodies characteristics of integrity, strength of character, and adheres to a set of moral and ethical principles
- Describes perseverance through a hardship or when faced with a trial or adversity and, as a result, has grown in significant ways and become a positive example to peers. Include how it was handled, the impact it has had on applicant and others, and what has been learned from the situation that may help in future
- Reference letters should be from (1) teacher and (1) another adult who is not a family member, who knows well the trial(s) faced and the impact it has on applicant's character from perseverance through these events

Robin and Norah Cooper Service Scholarship

- Awarded in the name of Robin and Norah Cooper, based on leadership and service to school, church, and community.
- Judged based on merit and worth of the applicant who best meets the criteria of service, dependability, and leadership.
- Takes an active role in service activities with a high degree of co-operation, courtesy, and consideration for others.
- Executes the responsibilities with truthfulness, loyalty, and punctuality.
- Demonstrates an ability to lead with self-control, sincerity, and responsibility
- Reference Letters should be written from adults not related to the applicant [e.g. school official, community leader, church official, or employer] validating the information provided in the Formal Letter

Trades and Technology Scholarship

- Planned career training can be in any foundation trade leading to apprenticeship training, technology diplomas, or certificate in these areas
- An explanation of why you have chosen to pursue this field of study and your career plans and objectives after completion in your Formal Letter
- Demonstrate intent to become trained in a trades and technology field

SAPA appreciates and thanks all students who apply for these scholarships.

Appendix 3 - Teacher Funding Request Form

This form should be used by staff members to make a request for funds from the St. Ann’s Parent Association (SAPA). SAPA raises funds to enhance our academic, athletic, and arts programs. Out of town events are restricted to \$25 per night and school activities are restricted to \$25 per student.

Funding requests are to be submitted to the Principal by the first Friday in May, for activities the following school year. This enables SAPA to plan and create a budget in June for the following school year.

Less ideally, and recognizing that not all funding requests may be known for the following school year, requests may be made at least one month before the event or activities the funds are requested for. Submit the completed form to the Principal, who will review it and forward it to SAPA for review. SAPA can only make financial decisions at their regular meetings, the second Tuesday of September through June at 6:30PM. Once a decision has been made, you will be notified. Funding requests within the school year, outside of the budget process, will be approved based on a vote and based on funding availability.

Date:	Date required:
Requested by:	Amount Request:
Number of students:	Total amount:

Please describe the purpose for these funds:

Describe how this initiative aligns with school or department goals.

This portion of the form is to be completed by ST. ANN’S PARENTS’ ASSOCIATION

Date the request was received:	Approved for: \$
Date of the vote	

Principal’s signature	SAPA President’s signature
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