

# St Ann's Academy Parents' Association Handbook

Approved by SAPA - December 11, 2018

## 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 13, 2016, incorporating edits tracked through 2017 and 2018 SAPA meetings.

## 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 | ▪ 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).

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](mailto:sapa@st-anns.ca)

The School maintains a Facebook page, and can be used to communicate SAPA information to parents and guardians.

Approved minutes and this handbook are posted on the school website.

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:

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

\*Events as at 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:

- 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 .PDF's - "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 2 - Scholarship Criteria and Application Procedures

### SAPA Robin and Norah Cooper Service Scholarship

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The St. Ann's Parents' Association (SAPA) Service Scholarship, in the name of Robin and Norah Cooper, is available to any eligible graduating Grade 12 student at St. Ann's Academy, planning to continue to post-secondary study. A SAPA Committee judges the award, based on leadership and service to school, church, and community.

**SCHOLARSHIP AMOUNT:** \$1000

**APPLICATION PROCESS:** Submit to St. Ann's Student Services Office

**APPLICATION DEADLINE:** April 15

**OVERVIEW:** The award is judged on the basis of merit and worth of the applicant who best meets the criteria of service, dependability, and leadership. The SAPA Scholarship Committee will select the recipient. Funds will be provided upon proof of post-secondary registration. Funds cannot be deferred more than 18 months; if the winner does not attend post-secondary for any reason, funds must be returned.

#### *Criteria*

- Must be a permanent resident or citizen of Canada
- Current Grade 12 student who has attended St. Ann's Academy for at least four [4] years;
- Must have taken active part in service to the school, church, and community with a high degree of co-operation, courtesy, and consideration for others.
- Must have executed responsibilities with truthfulness, loyalty, and punctuality.
- Must have demonstrated ability to lead with self-control, sincerity, and responsibility.
- Planning to attend an accredited post-secondary institution within the next 18 months.

**APPLICATION PROCEDURE:** To apply, students complete and submit the following:

- St. Ann's Academy *Scholarship/Bursary Application Form*
- A one-page *Formal Letter* addressed to SAPA detailing how you meet the criteria.
- Two [2] *Reference Letters* from adults not related to the applicant [e.g. School official, community leader, church official, or employer] validating the information provided in your *Formal Letter*.

# SAPA Rob Petersen Memorial Perseverance Scholarship

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*In memory of St. Ann's and OLPH teacher Rob Petersen who died November 2014.*

The Rob Petersen Memorial Scholarship recognizes a St. Ann's Academy graduating student who embodies characteristics such as integrity, strength of character and adheres to a set of moral and ethical principles. The scholarship will be awarded to a graduating student who has persevered when faced with a trial or adversity and, as a result, has grown in significant ways and become a positive example to their peers.

**SCHOLARSHIP AMOUNT:** \$1000

**APPLICATION PROCESS:** Submit to St. Ann's Student Services Office

NOTE: any personal information in this application will be kept confidential.

**APPLICATION DEADLINE:** April 15

**OVERVIEW:** The SAPA Scholarship Committee will select the recipient. Funds will be provided upon proof of post-secondary registration. Funds cannot be deferred more than 18 months; if the winner does not attend post-secondary for any reason, funds must be returned.

## *Criteria*

- Must be a permanent resident or citizen of Canada
- Graduating St. Ann's Academy student
- Minimum 2.5 GPA
- Accepted at an accredited post-secondary institution within 18 months from time of graduation.

**Application Procedure:** To apply, students complete and submit the following:

- St. Ann's Academy *Scholarship/Bursary Application Form*
- You are to prepare a formal letter describing how you have persevered through a hardship(s) or difficult circumstance(s). Include the impact it has had on yourself, as well as others. Your letter will be evaluated based on:
  - The situation and how you handled it
  - The impact it had on you
  - The impact it had on others
  - What you learned from the situation that may help you and others
- Two [2] *Reference Letters*: One from a teacher and one from another adult who is not a family member, who knows well the trial(s) you have faced and the impact it/they have had on your character from persevering through them.

## SAPA Trades & Technology Scholarship

The St. Ann's Parents' Association (SAPA) Trades & Technology Scholarship is available to any eligible graduating Grade 12 student at St. Ann's Academy planning to enter a post-secondary program in the field of trades or technology. Eligible programs include trades 'Foundation' certificate or technology diploma or degree programs.

**SCHOLARSHIP AMOUNT:** \$1000

**APPLICATION PROCESS:** Submit to Student Services Office

**APPLICATION DEADLINE:** April 15

**OVERVIEW:** The SAPA Scholarship Committee will select the recipient. Funds will be provided upon proof of post-secondary registration. Funds cannot be deferred; if the winner does not attend post-secondary for any reason, funds must be returned.

### *Criteria*

- Must be a permanent resident or citizen of Canada
- Planned career training can be in any Foundation trade leading to apprenticeship training, or technology diplomas or degrees in computing sciences, engineering and other related technology programs
- Planning to attend an accredited post-secondary institution within the next 18 months

**APPLICATION PROCEDURE:** To apply, students must submit the following:

- St. Ann's Academy *Scholarship/Bursary Application Form*
- One [1] *Reference Letter* that supports your Formal Letter
- A one-page written Formal *Letter* addressed to SAPA that outlines the following:
  - Your intended program of study, including the name and location of the post-secondary institution and status of application
  - Your plans to finance your education
  - An explanation of why you have chosen to pursue this field of study and your career plans and objectives after completion
  - Demonstrate intent to become trained in a trades or technology field

# SAPA St. Ann's Academy Athletics Scholarship

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The St. Ann's Parents' Association (SAPA) Athletics Scholarship is available to any graduating Grade 12 student at St. Ann's Academy who meets the criteria for participation in SAA Athletics, and is planning to enter a post-secondary program in the fall.

**SCHOLARSHIP AMOUNT:** \$1000

**APPLICATION PROCESS:** Submit to Student Services Office

**APPLICATION DEADLINE:** April 15

**OVERVIEW:** The SAPA Scholarship Committee will select the recipient. Funds will be provided upon proof of post-secondary registration. Funds cannot be deferred more than 18 months; if the winner does not attend post-secondary for any reason, funds must be returned.

## *Criteria*

- Must be permanent resident or citizen of Canada
- Minimum GPA of 2.5
- Must have been registered and played in at least two competitive SAA sports seasons during their Grade 12 year
- Planning to attend an accredited post-secondary institution within 18 months.

**APPLICATION PROCEDURE:** To apply, students must submit the following:

- St. Ann's Academy *Scholarship/Bursary Application Form*
- Two [2] *Reference Letters* from HS Athletics Director and/or SAA coaches
- A one-page written *Formal Letter* addressed to SAPA that outlines the following:
  - Your intended program of study, including the name and location of the post-secondary institution, and the status of the application
  - Why high school athletics has been important to you
  - An explanation of what life-lessons you have gained from participation in athletics and how they will be of value in your post-secondary studies.

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## **Policy on Awarding of SAPA Scholarships:**

At the February 13, 2017 SAPA meeting, a motion was passed as follows:

- *for SAPA awarded scholarships, students may apply for multiple scholarships, but may only be awarded one SAPA scholarship, except in the event that there are insufficient applicants that meet the criteria*

## Appendix 3 - Spring Raffle Process

See <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/procedures-ticket-raffle.pdf>

### 1. General Timeline

November/December - prizes purchased and price information etc. sent to BCLC Coordinator  
December - BCLC raffle licence paperwork submitted  
January - print tickets, get student list from office and stickers, prepare booklet for send out  
Mid-February - tickets send home from school with oldest child in each family  
Early March - all tickets due back at the office  
Last week before Spring Break - draw

### 2. Purchase Raffle Items

Fundraising coordinator will purchase electronic items from Andres and Simply Computing (or other electronics dealer). The easiest way is for one person to purchase all the items on their credit card and then get reimbursed and also to have it set-up so that winners can pick up their prizes directly from the retail outlet. We need 4 prizes with our total budget being approximately \$2500. For small prizes, we might be able to pick these up and then arrange for pick up for St. Ann's office.

### 3. Get gaming BC Licence

Once the prizes are in place we need to confirm the draw date and the number of tickets we are going to print plus cost per ticket. Then BCLC Liaison can send the paperwork to Gaming BC.

With a Class B raffle licence, regular ticket, 4-month, licence #67810, the licence is for a total value of \$3,232.99 and allows 3,200 tickets to be sold at a cost of \$5 per ticket. The reporting is due within 90 days of the event. A copy of the gaming licence is in the file. Historically, 320 books of tickets are printed.

### 4. Print Tickets

Ticket printing is done by Universal in the past and they have a template available. Make sure the gaming licence number is on the tickets! We need a hard back for the tickets, as this is where we put the labels. ALL tickets need to be accounted for (both sold and unsold) so it is important to track them.

Each SAA family will receive 1 booklet of tickets to sell. Additional booklets are available for staff or for any families that request more booklets. Staff are not required to sell booklets but let them know they were available if they chose to.

### 5. Organize a Raffle Sub Committee

It will be their role to liaise with the office to help keep track of ticket sales. Two members of the subcommittee will go to the office once a week to keep track of all the tickets returned (both sold and unsold). All unsold tickets will be available at the office for pick-up by families willing to sell more books. At the end of the raffle ticket selling period, ALL tickets must be returned. The bank runner will make weekly (or possibly more often) deposits as we do not want to leave large amounts of money at the office.

#### **6. Label tickets and distribution letter**

The office will print off a tracking list along with 2 sets of labels for each family. One label will go on the letter that goes home with the tickets and also another on the back panel of the ticket book to allow us to track these.

One book will go to each family and be sent home with the oldest child. The books will be given out in the religious studies class for the high school students so this will occur over 2 days. For elementary students they will be given out in class.

The letter will give some information on how the funds raised from this raffle are used (and on the SAPA in general). There will be an incentive of 1 PPP hour per booklet sold. There will also be details on the return policy (for sold and unsold tickets). See letter in file.

#### **7. Tickets tracking, newsletter messages**

Messages were sent out in the newsletter the week before tickets were sent out, the week tickets went home and then closer to call back date.

The subcommittee's main role is to track ticket sales. They check the office each week and record all sold books and cash. They update the spreadsheet. The office can sign out more tickets books as people request. As we get close to the final date it is important to track all returned tickets and follow-up with people who have not returned books. If books cannot be found, letters need to be sent to the families and signed.

#### **8. Raffle draw and item pick-up**

The draw date can be determined by the committee. The winners are drawn from the all the tickets and announced. A member of SAPA then contacts each winner directly to let them know and give them the details on picking up the prizes.

# ST. ANN'S ACADEMY

**Established 1880**

Date

St. Ann's Parents' Association (SAPA) is an active group representing all the parents of children registered at St Ann's Academy. We are specifically in charge of administering the gaming funds and are responsible for any fundraising activities that are related to gaming (e.g. raffles, 50/50 draws etc.). SAPA distributes these monies to help support student participation in extra-curricular activities such as travel for sporting, music and class events as well as support for onsite afterschool activities.

Currently SAPA receives approximately \$8,500 from Gaming BC each year. The only other revenue into the account is from gaming related fundraising activities with our main fundraising activity being the Christmas Raffle. Other fundraising activities such as the Walk-a-thon are not SAPA activities but go to the school administration.

**Therefore to continue funding student extra-curricular activities the SAPA needs your support.**

We are asking each family to sell one booklet of 10 tickets (\$5 per ticket). An additional incentive is that each family will receive **1 PPP hour** for each booklet they sell. There are excellent prizes this year which should make these tickets easy to sell! Also there are only 320 booklets printed so people have a 1 in 3,200 chance of winning (pretty good odds). BC Gaming License #: *fill in number*

- First Prize:
- Second Prize:
- Third Prize:
- Fourth Prize:

We ask that each family make an effort to sell their booklet. Families that would like to request additional booklets should contact the St. Ann's school office. BC gaming laws dictate that **ALL** booklets (both sold and unsold) must be returned to the school. **Booklets are due back no later than *fill in date here*.**

Thank you for you continued support of SAPA

### Appendix 4 - 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