

M.E.M.S.S. PARENT ADVISORY COUNCIL (PAC) FUNDING REQUEST FORM

2023 Revision, Current Edition

PAC E-Mail: MEMSSPAC@gmail.com

PAC funding request forms are available in the school office or online at <http://mountelizabeth.cmsd.bc.ca>

Sports Bus usage – The school administration has set up a sports bus mileage expense form to assist teams with this low-cost travel option.

Team/Sports Fundraising – PAC purchased a freezer in 2011 to encourage school teams/clubs to fundraise throughout the year. Contact the school administration for more information.

PAC Funds – OUR funding is based on student enrollment numbers and the amount received is \$20.00/student. This funding is limited so please consider this when making your request to ensure we can support ALL funding requests submitted when possible. Fundraising and parent fees will be considered when approving PAC requests. It is recommended you submit your requests at the beginning of the school year, when possible.

PAC Grant funds – May only be used within BC for eligible disbursements that benefit students by enhancing their **extracurricular** opportunities. Goods and services used by, or primarily **by students** for extra-curricular activities are eligible uses of grant funds. **Purchases must be made through the school (MEMSS). Tax rebates apply.**

Date of application: _____

Submitted by: _____

(Signature)

(e-mail)

(contact #)

- I have read the instructions on the second page of this form: _____ (initials of submitter)
- Attendance at the meeting is required for requests over \$1000.00
- I have included sufficient parent fees/fundraising to cover the budgeted amount, indicated below
- The deadline to submit PAC funding requests is May 15. If approved, ORIGINAL receipts must be submitted BEFORE the end of MAY (year-end) to get reimbursed or requests will be denied for that school year

Name of Club/Team/Grades: _____

Event, Location and date(s): _____

Number of students benefitting from funding: _____

Total Cost: \$ _____

Breakdown: flights/accommodation/food/ground transportation/material/equipment/etc.

Funding already secured: \$ _____

Breakdown: grants/fundraising/donations/etc.

PAC Funding request: \$ _____



FOR PAC EXECUTIVE USE ONLY

Final Approval date: _____

Amount approved: \$ _____

Chair signature: _____

Treasurer signature: _____

Date Paid: _____ PAC cheque #: _____ MEMSS Invoice # _____

CRITICAL INFORMATION FOR P.A.C FUNDING at M.E.M.S.S.

Persons requesting funds must understand the following rules and guidelines. Incomplete forms will be returned back to the individuals causing delay or refusal of funding.

1. Funding Proposals must (if possible) be submitted to the PAC CHAIR, SECRETARY or Principal of MEMSS 30 days before the event to ensure PAC perusal. PAC requests can be dropped off in the PAC box in the photocopier room provided follow-up contact will occur to ensure the request is received by a PAC Executive Member.

2. If the PAC funding request is approved, the bottom portion of the form will be signed and handed to the MEMSS Bookkeeper in the office where an account is set up. ALL PURCHASES must be made through the school bookkeeper. ORIGINAL receipts must be submitted within 30 days of your request but not after the May PAC meeting otherwise, your request will be denied for that school year. Due to year-end and PAC re-elections every year, all transactions must be completed by the end of MAY every school year.

3. All funding requests of \$1000.00 or more MUST be represented by the submitter on the date of application.

4. Any Student Requests MUST be signed by the Person (Coach/Instructor/Teacher) in charge of the CLUB.

5. The requests are made to augment fundraising and individual commitment - not to replace them. Parent fees and/or fundraising should be included when submitting a request for additional funding.

6. DRY GRAD GAMING LICENSE PROCESS TO APPLY FOR LICENSE TO SELL RAFFLE TICKETS:

a.) Contact Grant Analyst

Gaming Policy & Enforcement Division

Hours of work: Tuesday, Wednesday, Thursday: 9 a.m. to 5 p.m.

All other BC residents-1-800-663-7867, ask to be transferred to 356-9292

b.) The grant analyst will help you to decide on which gaming license is suitable for GRAD, and then the next step is to meet with PAC to discuss the application/reporting which may require applicants to become an EXECUTIVE PAC Member.

Grant funds may be used for the following extra-curricular purposes:

student publications

student competitions: writing, debating, chess, music

student computers: software, hardware, accessories

student societies: drama club, student society

student ceremonies

student conferences or educational field trips within BC

uniforms and equipment for extracurricular activities

sports or playground equipment

awards and trophies

educational seminars for students

scholarships and bursaries for post-secondary education

capital acquisitions directly benefiting students, such as playground equipment and student computers

student transportation and travel within BC

student transportation and travel outside BC, where the student group:

is representing its school as a result of merit achieved through organized competition

is competing in a sport that involves cross-border travel

has been selected because of its level of creative achievement, or

is entered into a recognized competition in which there is a formal evaluation or adjudication process.

Ineligible Use of Grant Funds

Grant funds **MAY NOT** be used to pay for goods and services used primarily by teachers to deliver curriculum or by students to complete curriculum requirements. Materials that are not required in the teaching or completion of the curriculum but which assist in doing so, such as smart boards, textbooks and other "enhanced educational" items.

Goodies for PAC meetings

Gifts for teachers, parents, staff members and non-students

Installation of running track surfacing or other permanent fixtures at the school (i.e. new floor finish)

Disbursements outside of the province unless approved in advance in writing by the Branch

Out-of-province travel, unless approved in advance by the Branch

Out-of-province or out-of-country aid

Past debt, loan or interest payments

Sustaining or endowment funds

Professional development of staff

(For more info, see the online website, www.gov.bc.ca and search, "PAC Gaming Grant")