

Event	Event Coordinator	Tasks	Communication Coordinator	Other	School Team
Movie Night	Chris Garroni	<ul style="list-style-type: none"> • Permit • Movie • Snacks • Request for volunteers (from Joanne) • Make poster to be emailed by the school • Communicate with the Communications Coordinator and Treasurer and/or President 	<p>Facebook and Twitter post 1 week before the event on GV PAC and Community News</p> <p>Thank Volunteers and participants after event</p>	<p>Treasurer: bring float and cash box</p> <p>Brent: organize for RBC to come 😊</p>	Email to the families
Fundraiser	Various	<ul style="list-style-type: none"> • Discuss ideas at PAC for approval from the board • Connect with the fundraiser company • Organize materials to be distributed • Draft a letter for families and teachers and email to PAC President and Admin for approval • Arrange for photocopying or email to be done • Distribute information to classrooms to be sent home by teachers with students • Stay in communication with school around deadlines • Collect and count money and order forms, etc. • Distribute products and ensure pickup 	<p>Reminders 2 weeks and 1 week before collection time through email (from school), Facebook and Twitter</p> <p>Thank Volunteers and participants after event</p>	<p>Treasurer: collect money from the event coordinator and deposit</p> <p>Volunteer coordinator: arrange for volunteers as needed</p>	<p>Teachers email the families in their classes with reminders</p> <p>Administration follow up with teachers and email families as requested</p>

Fun Lunch	Joanne Hulme	<ul style="list-style-type: none"> Organize dates, restaurants and Healthy Hunger Coordinate milk delivery Distribute food with volunteers on the day of delivery Communicate with the school 	Reminders on Facebook and Twitter before the cut off date	Treasurer: deposit cheques from Healthy Hunger	Email from the school to all families with reminders as requested by Joanne
Staff Appreciation	Joanne Hulme	<ul style="list-style-type: none"> Letter to all families providing information and requesting support Coordinate dates with the school Coordinate volunteers as needed 	Reminders 2 weeks and 1 week before collection time on Facebook and Twitter Thank STAFF		Email from the school to all families with reminders as requested by Joanne
PAC Meetings	Tom Peever	<ul style="list-style-type: none"> Establish agenda and mail to the group 	Reminders on Facebook and Twitter 1 week before the meeting and the day before/day of		Include PAC meeting dates in the school calendar and regular communication
Bake Sale	Shannon Peever and (someone who can be there during the day)	<ul style="list-style-type: none"> Organize donations of baked goods from community Organize tables to be set up at the event Complete paperwork for the 50/50 draw Purchase additional baking, draw tickets, plates, price stickers, etc. communicate with Treasurer for float arrange for volunteers set up at the event 	Reminders 2 weeks and 1 week before collection time on Facebook and Twitter Thank Donors Volunteers and participants after event	Treasurer: collect money from the event coordinator and deposit Volunteer coordinator: arrange for volunteers as needed	Email from the school to all families with reminders as requested