



# WELCOME TO THE ÉMJS PARENT ADVISORY COUNCIL!



## ABOUT THE PAC



As a parent or guardian of an ÉMJS student, YOU are automatically a PAC member! The ÉMJS PAC is a central part of the school community, where successful education and well-being of our children depends on teachers, students, parents, and the administration all working together. Through the PAC, parent volunteers play critical roles in fundraising and supporting school and PAC-led events that enrich student experience and help sustain the ÉMJS community. **The PAC is entirely volunteer-run and we are always in need of more volunteers!**

### **PAC funds support activities, programs and equipment including:**

- Chess lessons, Science Venture, Hop-On (cycling skills program), classroom supplies, visiting performers and field trips;
- Technology (iPads, ChromeBooks), art supplies, classroom stationary bikes, playground and sports equipment, emergency supplies and musical instruments;
- Special annual events like the Grade 5 year-end trip and celebrations.



## PAC-LED FUNDRAISING AND COMMUNITY EVENTS:

- Fall dance
- Spring Fair
- Parent Education Nights
- Walk-a-Thon
- Monthly Hot Lunches



## JOIN MONTHLY PAC MEETINGS!

The last Thursday of every month at 7pm (school library or via Zoom), the PAC hosts a meeting for all parents to hear from the administration, EMJS teachers and PAC Executive about what is happening at the school. Parents are welcome to raise issues and ask questions.

## PAC CONTACTS

PAC Website:  
[emjs.hotlunches.net](http://emjs.hotlunches.net)

PAC Executive:  
[exec@emjspac.ca](mailto:exec@emjspac.ca)

Subscribe and access previous issues of our newsletter:  
[tinyurl.com/y8kagobe](http://tinyurl.com/y8kagobe)

# Welcome to the ÉMJS Parent Advisory Council!

## Our PAC goals are:

1. **Communication:** to encourage & support discussion between parents, teachers, and the school administration;
2. **Community:** to build & enrich our relationships with neighbours, local businesses and each other;
3. **Coordination:** to organize parents to help with school activities and fundraising events;
4. **Control funds:** to establish an annual budget and to allocate fundraising money towards parent & teacher supported school activities and infrastructure.

## For 2023/24, our PAC Executive includes:

<b>Co-Chairs</b>	Claire Helm & Leia Vik ( <a href="mailto:chair@emjspac.ca">chair@emjspac.ca</a> )
<b>Co-Treasurers</b>	John MacKenzie & Sam Goldman
<b>Secretary</b>	Lisa Mann
<b>VCPAC Representative (Victoria Confederation of PACs)</b>	Rosie Burn
<b>Members-at-Large</b>	<ul style="list-style-type: none"><li>• Tariq Amlani</li><li>• Megan Harvey</li><li>• Andy Moll</li><li>• Heather Sanche</li></ul>

Please take a minute to check out our **website:** [emjs.hotlunches.net](http://emjs.hotlunches.net). On the home page, you'll find our [Constitution & Bylaws](#), budget, info on the [PAC Executive](#) (elected at our AGM in April) and a PDF of this document. You can contact the Executive by email: [exec@emjspac.ca](mailto:exec@emjspac.ca)

**Connect with the PAC:** The last Thursday of every month at 7pm in the school library or via Zoom, the PAC hosts a meeting for all parents to hear from the administration, ÉMJS teachers and PAC Executive about what is happening at the school. Parents are welcome to raise issues and ask questions.

Can't attend the info sessions? Check out the meeting minutes that we post on our website: [emjs.hotlunches.net](http://emjs.hotlunches.net) and social media (Instagram: [@emjs\\_pac](#), or join our [Facebook group](#) (**search EMJS PAC**)). We hope you'll also sign-up for our **newsletter**, which is sent out every few weeks. You can subscribe and read previous issues here: [tinyurl.com/y8kagobe](http://tinyurl.com/y8kagobe)

**Questions** about PAC events or activities? Email us at [exec@emjspac.ca](mailto:exec@emjspac.ca) or [chair@emjspac.ca](mailto:chair@emjspac.ca) *Office staff do not manage PAC activities*, so please respect their time and space and refer your PAC questions to the PAC Executive.

# PAC Fundraising

**PAC funds support activities, programs and equipment that would otherwise not be possible on school district funds alone!** In 2022/23 (budget on our website: [emjs.hotlunches.net](http://emjs.hotlunches.net)), PAC funds supported the following (either in full or partially):

- For all classes: Teacher funds, field trip funds, chess & ultimate frisbee lessons, Science Venture, Dufflebag Theatre
- Art, music and playground supplies
- Staff appreciation
- HopOn cycling instruction for grade 4s and 5s
- Camp Thunderbird trip for Grade 5s
- School garden projects
- Walk & Wheel to School Week

- **PAC LUNCH program:** This is our main fundraiser for general PAC initiatives. Each month (often the 2nd Wednesday), PAC offers a variety of lunch items that parents can purchase in advance on our website: [emjs.hotlunches.net](http://emjs.hotlunches.net). Watch for order details in our September newsletters.
  - Financial assistance is available for anyone in need. All requests will be kept in confidence. Please contact Mr. Hansen ([jhansen@sd61.bc.ca](mailto:jhansen@sd61.bc.ca)) for more info.
- **WALK-A-THON:** For the past 2 years, PAC has organized a very successful spring Walk-a-Thon as a fundraiser for a new outdoor classroom and ecological learning lab. This is a 3- to 5-year PAC initiative; you can read more about this exciting project on our website: [emjs.hotlunches.net](http://emjs.hotlunches.net)
- Many of our fundraising events also create important community-building opportunities, bringing families together at events such as a Fall Dance (October) and Spring Fair (June). Without ÉMJS parent volunteers and support of PAC events, our school would be a very different place!
- PAC funds support events for parents too, including Parent Education sessions. PAC hosts guest speakers on topics such as children’s internet safety & screen time, children’s anxiety, sexual health education, and others. Watch for notices in our newsletter about upcoming sessions!
- **Donations to the PAC are welcome at any time.** Please visit the SchoolCash Online site: [tinyurl.com/mkm9u37k](http://tinyurl.com/mkm9u37k), choose Margaret Jenkins Elementary-PAC from the Fund Destination pull-down menu and note in the message box that you would like to donate to the EMJS PAC. SD61 will send you a tax receipt.
- **Passive fundraising:** This is the easiest way to support the PAC! Several community businesses support us by donating a portion of profits from the business ÉMJS families give to them.

<b>Cobs Bread</b>	Purchase items at <a href="#">Cobs Bread</a> on Oak Bay Ave and mention the Margaret Jenkins Dough Raiser account.
<b>Finn &amp; Izzy</b>	Buy a regular priced pair of children’s shoes (>\$50) at Finn & Izzy (either through their <a href="#">online store</a> or at <a href="#">Nicholas Randall</a> ), mention ÉMJS and they will donate a portion of the sale to the PAC.
<b>Mabel’s Labels</b>	Order labels through our <a href="#">PAC account</a> (search for Ecole Margaret Jenkins School) and 20% of sales are donated to the PAC. Free shipping on all orders (no minimum order required). <a href="http://tinyurl.com/bd9y6v7y">tinyurl.com/bd9y6v7y</a>

<b>The Soap Exchange</b>	Refill your cleaning supplies at <a href="#">The Soap Exchange</a> on Hillside (at Cedar Hill Rd) and they will donate 10% of your purchase to the PAC.
<b>Monk Office</b>	See below for details on how you can order school supplies online and have them delivered to the school in September. Monk donates 10% of all orders to the PAC.
<b>Bottle Depot</b>	Before your bottle returns are processed at any Return-It Bottle Depot location, let the attendant know you would like the payout to go to “École Margaret Jenkins PAC”.
<i>More details about these programs can be found on our website: <a href="http://emjs.hotlunches.net">emjs.hotlunches.net</a></i>	

## Order School Supplies From Monk Office

Simplify your back-to-school shopping and have Monk Office deliver your child(ren)’s school supplies to their classroom in September! Using school supply lists from ÉMJS teachers, we worked with Monk to put together grade-specific kits that you can order online, and have delivered to your child(ren)’s classroom(s) in September. Monk generously donates 10% of sales to the ÉMJS PAC for us to put toward programs for the 2023/24 school year. You also have the option to donate \$5 to the PAC with your order.

### **To order for the 2023/24 school year:**

- To start shopping go to [bts.monk.ca](http://bts.monk.ca) and use the **PAC CODE: 330CB3**
- Select the **grade** and **language** (FR/EN) that your child will be in NEXT YEAR and add that kit to your cart. The kits automatically contain all the items marked “required” on the school supply lists provided by ÉMJS teachers. Select additional optional items to add to your cart if needed.
- During checkout you can pay with **Visa or Mastercard** and choose **free school delivery** (to your child(ren)’s ÉMJS classroom in September), **free in-store pickup**, or **home delivery**.

**ORDERING WILL OPEN: June 5, 2023**

**ORDERING WILL CLOSE (for school delivery): JULY 19, 2023** Note: this is the deadline for selecting “deliver to school” in September; after this the only shipping options will be in-store pickup or home delivery. For reference, the 2023/24 ÉMJS supply lists are posted on the school website (under the Student Info tab).

# ÉMJS Parent Volunteer Opportunities

Parent volunteers play critical roles in fundraising and supporting school and PAC-led events that enrich student experience and help sustain the ÉMJS community. **The PAC is entirely volunteer-run and we are always in need of more volunteers!** Do you have half an hour free on some evenings? Or one morning free during the week? If yes, would you consider volunteering some of your time to help with PAC activities? What do you like to do? Let us know your skills and interests! Contact the PAC Executive to find out more: [exec@emjspac.ca](mailto:exec@emjspac.ca) or come to the next PAC meeting!

## Consider joining one of these PAC teams, which all have immediate need:

- **PAC Executive:** Come to our monthly meeting, and ask about being a “Member at Large”;
- **Communications:** Help manage our website & social media channels, put together our newsletter;
- **Hot Lunch Team:** Help organize & serve food one day/month, or help manage our online ordering site;
- **Staff Appreciation:** Help organize our annual staff appreciation luncheon;
- **Outdoor Classroom Committee:** Help plan our new outdoor classroom;
- **Arts Committee:** Arrange the Winter Make Sale (craft fair with items made by students);
- **Event planning:** Help plan & organize our biggest family events!
- **Safe & Active Routes to School:** Help with Walk & Wheel to School week and other active transportation initiatives.

## Time during the day? Some in-school opportunities include:

- Hot Lunch Servers: 2nd Wednesday of each month, 11:00-12:30;
- Class Parent: Communicate PAC events to other parents in your child’s class;
- Odd Jobs: help decorate bulletin boards, make & post signs for events.

## Time in the evenings or on weekends? Help us coordinate/manage:

- Convening guest speakers (Parent Education);
- Emergency preparedness: help the school inventory and replenish supplies periodically;
- School supplies fundraiser with Monk Office;
- Grant writing: help us secure funding for PAC initiatives;
- School-branded clothing
- Volunteer Coordinator: help manage volunteers and our volunteer sign-up website for hot lunch days and other PAC-led events.

## Big Events (great single focus events for parents who have limited spare time!):

- Fall Dance & Spring Fair: staff a booth; help set up/clean up; serve food; decorate!
- Winter Make Sale: (Early December) Donate materials, or help on the day.

PAC uses [signupgenius.com](http://signupgenius.com) for volunteer opportunities; search for a signup created by “[exec@emjspac.ca](mailto:exec@emjspac.ca)” to see all active PAC volunteer signups.

# ÉMJS PAC: Proposed 2023/24 Calendar of Events

*\*\* Dates to be confirmed; Please confirm events and dates with school calendar ([tinyurl.com/3cr95e58](https://tinyurl.com/3cr95e58)) & PAC website ([emjs.hotlunches.net](https://emjs.hotlunches.net))*

## **September:**

- PAC Executive (Exec) Meeting, Thursday, September 14, 7pm
- Meet the Teacher Night, Thursday, September 21
- PAC Meeting, September 28, 7pm – all parents welcome.

## **October:**

- Walk and Wheel to School Week, October 2-6
- \*\*First Hot Lunch, Wednesday, October 11
- PAC Exec Meeting, Thursday, October 12, 7pm
- PAC Meeting, Thursday, October 19, 7pm – all parents welcome.
- Pumpkin Parade: decorate a pumpkin like your favourite book character (Oct 23-27).
- Fall Dance, Friday, October 27, 5-8pm – come in costume, and sign up online to help!
- **Gr 5 fundraiser:** grad hoodies

## **November:**

- PAC Exec Meeting, Wednesday, November 9, 7pm
- \*\*Hot Lunch, Wednesday, November 8
- Library Fundraiser: Scholastic Book Fair, date TBD
- PAC Meeting, Thursday, November 30, 7pm – all parents welcome.
- **Possible fundraiser:** School clothing

## **December:**

- \*\*Make Sale (student craft fair), Friday, December 1, 3-5pm
- \*\*Hot Lunch, Wednesday, December 13
- PAC Exec Meeting, Thursday, December 14, 7pm
- Holiday giving campaign and/or Mustard Seed Food Drive
- Holiday gifts and cards for teachers, usually organized by class parents

## **January:**

- PAC Exec Meeting, Thursday, January 11, 7pm
- \*\*Hot Lunch, Wednesday, January 17
- PAC Meeting, Thursday, January 25, 7pm – all parents welcome.
- **Possible fundraiser:** West Coast Seeds, Book & Puzzle Sale

## **February:**

- PAC Exec Meeting, Thursday, February 8, 7pm

- Teacher & Staff Appreciation Luncheon (to coincide with Valentine's Day), Feb 9
- \*\*Hot Lunch, Wednesday, February 14
- PAC Meeting, Thursday, February 29, 7pm – all parents welcome

**March:**

- \*\*Hot Lunch, Wednesday, March 13
- PAC Exec Meeting, Thursday, March 14, 7pm

**April:**

- \*\*Hot Lunch, Wednesday, April 10
- PAC Exec Meeting, Thursday, April 11, 7pm
- PAC AGM, Thursday, April 25, 7pm – all parents welcome
- **Fundraiser:** Walk-a-Thon

**May:**

- \*\*Hot Lunch, Wednesday, May 18
- PAC Exec Meeting, Thursday, May 9, 7pm
- Walk & Wheel to School Week, May 27-31
- PAC Meeting, Thursday, May 30, 7pm - all parents welcome

**June:**

- \*\*Hot Lunch, Wednesday, June 12
- \*\*Spring Fair, Friday, June 7, 5-8pm
- \*\*Grade 5 Recognition ceremony and celebration, TBD
- End-of-year gifts and cards for teachers, usually organized by class parents
- **Fundraiser:** Monk Office school supplies

**2023/24 School District 61 calendar:** <https://www.sd61.bc.ca/news-events/calendars/2023-2024-school-year-calendar/>

(Includes district-wide school closure days for holidays, vacation periods, and professional development days)

*Together we make our school a better place!*

