



Immaculate Conception School

3285 Cathedral Avenue, Prince George, BC, V2N 6R4 ■ Phone: 250-964-4362
Fax: 250-964-9465 ■ email: icsoffice@cispg.ca ■ www.icschool.ca

Dear Parents/Guardians,

In a 'normal year', when our kids start school, we are excited to get to know fellow parents and get involved with the school. Usually, our lovely school offers many opportunities to meet the staff, volunteer in the classroom, assist with school-wide events, and get to know the school community.

This year, everything is different. We barely get a chance to chat with teachers, other parents, and our kids' friends. We have not even had a chance to see our kids' classroom in person. Many fun events and fundraisers have been cancelled or have to take place in a remote and contactless way for the sake of everyone's safety. That is why the Parent Support Group (PSG) would like to take to opportunity to introduce ourselves, what we do, and the opportunities to become involved.

The role of the Parent Support Group

As a private Catholic school, ICS receives only 50% of the per student funding typically provided to a school by the government. Therefore, tuition is required to make up make up for some of that. However, supporting our teachers in their classroom activities, helping to support various learning opportunities for our students, contributing to field trips to keep them affordable for all families, and helping out with funds to make performances and special events possible are just some of the ways the PSG supports the school.

The role of every parent

All parents of children at ICS are automatically members of the PSG. We are all encouraged to participate in meetings to stay informed about PSG activities and financial standing, and we all have a say in fundraising activities and spending decisions. And of course, at least in a 'normal year', we are all invited – and relied upon – to help out with PSG events and activities.

Opportunities to become part of the PSG executive and other permanent roles

While most fundraising activities have had to be put on hold, and most volunteering opportunities in daily school activities have had to be put on pause for the time being, the PSG continues to meet, organize fundraisers (for now, mostly alternatives to our usual annual fundraising events), and manage our finances. Some of our executive roles are available and we are encouraging parents to consider becoming involved in our school. Below is a small outline of the positions available, the tasks involved, and the realistic time commitments. Consider the chance to become involved and take on a formal role, even a small one, in our school community. The current executives will be available as mentors and are



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offering a chance to shadow them before you assume the role. The time commitment is mostly light to moderate, and involvement is very rewarding.

Chair

- ✓ Tasks:
 - Prepare monthly meeting agenda and chair meeting
 - Keep track of annual schedule of fundraising and grant applications
 - Act as main contact for the PSG
 - Coordinate parents who organize fundraisers
 - Oversee fundraisers
 - Collaboration with IC staff
- ✓ Time Commitment:
 - Monthly meetings and preparation (1.5hr)
 - Varies depending on fundraisers planned and parent support

Treasurer

- ✓ Tasks:
 - Prepare Annual Budget for approval, Finalize Year-End report
 - Reconcile accounts, record deposits/cheques, and pay invoices
 - Prepare monthly Year-To-Date Actuals Report and attend monthly PSG meeting
 - Bank Deposits as needed
 - Apply for Gaming Grant, Gaming Licenses, and submit government forms as needed
- ✓ Time Commitment:
 - Monthly reconcile (1hr), Monthly meeting (1hr)
 - Monthly Bank Deposits and/or issuing payments (<1hr)

Secretary

- ✓ Tasks:
 - Take notes at monthly meetings.
 - Write minutes.
- ✓ Time commitment:
 - The monthly meetings usually are an hour long.
 - Writing minutes requires less than one hour in addition to the meeting itself.



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Shopping Card Program

The shopping card program raises funds for the school and parish community by purchasing shopping cards at a discounted rate and reselling the cards at face value. The majority of the cards are purchased through the Knights of Columbus (KOC), while some cards are purchased locally, such as Earl's and Art Knapp. We maintain a stock of cards that are sold mostly through the school office and after the 9 a.m. and 11 a.m. masses in the church foyer (when in-person services are available).

- ✓ Tasks:
 - Ensure that the binder is reasonably stocked by reordering cards as necessary
 - Keep proper records of purchases, make payments to suppliers, keep track of program profitability
 - Be available, or have representative, to offer cards at Sunday mass
- ✓ Time commitment:
 - The program is run all year; however, November and December tend to be exceptionally busy with Christmas orders.
- ✓ For more information, please contact Nick via email: icspsggc@gmail.com.

We look forward to hearing from you and getting to know you. If you have any questions, please do not hesitate to get in touch with one of us or the school office.

Your PSG Executive

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