

Altadore Elementary School
Parents' Association
and
School Council
Handbook

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About this Handbook

This handbook has been created to support the effective administration of both the Altadore School Council and the Altadore Elementary School Parents' Association. It serves as a resource for Council and Association members, as well as parents, guardians, and interested community members, to better understand:

- How the School Council and Parents' Association are structured
- The distinct roles and responsibilities of members
- How both groups support the Altadore School community

The handbook should be provided to all new School Council and Parents' Association members and reviewed regularly to ensure its content remains current and relevant.

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Altadore Elementary School Parents' Association

The Altadore School Parents' Association is a registered non-profit organization that fundraises to support the students and staff of Altadore School. It is run by a volunteer Board of Directors—also referred to as the Executive or Trustees—and operates in accordance with the Altadore Elementary School Parents' Association By-Laws.

All parents and guardians of students currently enrolled at Altadore School are automatically members of the Parents' Association and are encouraged to participate. The [Altadore Elementary School Parents' Association By-Laws](#) are available on the Altadore School website and in the School Council Google Drive.

Mandatory Officers

Board Members for the Altadore School Parents' Association are elected in June at the Annual General Meeting (AGM). Information about these positions is also shared with incoming Kindergarten families during orientation to encourage early engagement.

Board Members are responsible for upholding the public trust and ensuring that the Association is managed ethically, legally, and in a financially responsible manner.

In addition to the responsibilities outlined in the Altadore Elementary School Parents' Association Bylaws, Board Members take on a number of ongoing tasks to support the effective functioning of the Association.

The Bylaws indicate the following Board roles to be mandatory: President, Vice President, Secretary, Treasurer (or Secretary-Treasurer). The following roles are optional: Past President, Casino Chair, and Fundraising Chair.

President

Email: altadoreparentcouncil@gmail.com

The President of the Parents' Association plays a key role in facilitating the smooth operation of the Association. This includes guiding meetings, supporting other volunteers, and ensuring compliance with the Association's bylaws and processes.

The President is expected to perform the following core responsibilities:

- Be familiar with the Association's bylaws, this handbook, and the roles of other Board Members.
- Ensure all members understand their responsibilities and are supported in fulfilling them.

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- Chair Parents' Association meetings, maintaining respectful and inclusive discussions.
- Collaborate with the Secretary and School Administration to set meeting agendas and schedule meeting dates.
- Maintain regular communication with Board Members to provide leadership and support.
- Participate in the development and approval of the Parents' Association budget.
- Promote a collaborative and transparent culture within the Parents' Association.
- Ensure smooth transition of Board Members from one year to the next, and ensuring all required paperwork is prepared and submitted to the Bank and Alberta Gaming and Liquor Commission.

Vice-President

The Vice-President supports the President throughout the school year and may be called upon to chair meetings in the President's absence.

This role is often viewed as a potential stepping stone to the President position. While it is *intended* that the Vice-President transitions into the President role when the term ends, assuming no other nominees come forward, this is not a formal requirement.

To prepare for this potential transition, the Vice-President is invited to attend preliminary budget meetings and is encouraged to participate in as many Parents' Association and Executive meetings as possible. This provides a valuable opportunity to gain insight into the responsibilities of the President and ensures leadership continuity when needed.

Treasurer

The Treasurer plays a critical leadership role in ensuring the financial health, transparency, and regulatory compliance of the Altadore Parents' Association. This includes oversight of both the **general operating account** and the **Casino account**, as well as responsibility for deposits, reporting, and financial documentation. Core responsibilities include:

Financial Oversight

- Maintain awareness of the financial status of **both the general and Casino bank accounts**.
- Provide **budget updates** and **financial reports** at Parents' Association meetings.
- Ensure appropriate documentation and approval processes are followed for all transactions.
- Collaborate with the President and Vice-President to prepare the **annual budget**, incorporating input from School Administration and the Fundraising Coordinator.
- Monitor actual spending against the budget throughout the year.

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Annual Reporting

- With the President, prepare and present the **Annual Budget Report** and **Casino Funds Report** at the **June AGM**.
 - The **Budget Report** includes actual expenditures for the current school year.
 - The **Casino Report** details how Casino funds were allocated.
- Submit **Financial Returns** annually as required by the **Alberta Societies Act**:
 - Include financial statements presented at the last AGM and an updated list of officers and directors.
 - Mail to:
Alberta Registries – Corporate Registry
PO Box 1007, Station Main
Edmonton, AB T5J 4W6
Corporate Access Number: 504830506 (Altadore Elementary School Parents' Association)

Deposits & Banking

- Deposit all funds received from fundraising and special events (except for direct donations via online platform and Casino funds).
- Track and manage occasional cheque or cash donations received for direct donation campaigns.
- Maintain **segregation of duties**: the individual depositing cash should not perform the bank reconciliation.
- Ensure **two counters** are present during cash handling at the school. Counters must sign the reconciliation sheet, which is included with the funds and delivered to the Treasurer for deposit tracking.
- Communicate all deposits to the Treasurer for accurate recording.

Banking Administration

- When new Executive Officers are appointed, update **signing authorities** at the branch. This includes:
 - Removing outgoing officers
 - Submitting the updated list of approved signers
 - Updating signature cards
- All cheques and e-transfers require **two signatures**. Authorized signatories include, but may not be limited to:
 - President
 - Vice-President
 - Treasurer
 - Casino Chair

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Expense Reimbursement

- Reimburse approved personal expenses related to Association activities, provided:
 - The expense is within the approved budget
 - It has been pre-approved by the President or Treasurer, or was approved at an Association meeting
- Submit original receipts and a completed **Expense Requisition Form** (available in the Appendix).
- Receipts should be specific and contain only reimbursable items.
- Note: **The payee cannot authorize their own reimbursement.**

Compliance & Collaboration

- Ensure that the Association adheres to all financial procedures and government filing requirements.
- Encourage Board members to be informed about financial matters. While the Treasurer provides leadership, all Board members are **jointly responsible** for the financial oversight of the organization.

Secretary

The Secretary is focused with documentation and record-keeping for the Parents' Association. Below is a non-exhaustive list of duties.

Meeting Responsibilities

The Secretary works closely with the President to draft the meeting agenda in advance. Once finalized, the agenda is shared with school administration to be displayed during meetings. During Parents' Association meetings (and Special Meetings of the Board, when needed), the Secretary takes official minutes. These minutes must include:

- First name and last initial of attendees (per POPA regulations)
- The time the meeting is called to order and adjourned
- A clear record of decisions and discussions

Completed minutes are:

- Circulated to the Parents' Association Board and Committee members
- Sent to the Assistant Principal for posting in the secure section of the school website
- Stored in a shared Google Drive, organized by school year and accessible to the Secretary, President, and Vice President

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A meeting minutes template is available in the handbook appendix.

Administrative Responsibilities

- Maintain an up-to-date contact list of all Board and committee members
- Distribute contact information to Board and committee members and school administration
- Work with school administration to ensure the website contains current Parents' Association information, including this handbook, bylaws, and minutes

Annual Compliance

The Secretary is responsible for ensuring the Parents' Association's insurance policy is renewed each September. This policy includes Officers/Directors liability and general casualty coverage and must be submitted to the school for processing.

Optional Officers

Fundraising Chair

The Fundraising Chair is responsible for organizing the Altadore Parents' Association's Direct Donation Campaign. This is distinct from the casino and HOOT event fundraisers, which are managed by separate volunteers. While the Fundraising Chair is welcome to support these other initiatives, their primary responsibility is the Direct Donation Campaign.

The Fundraising Chair may run the campaign independently or build a subcommittee to help. Regardless of the structure, they remain responsible for overseeing all aspects of the campaign. They may also collaborate with the School Council Volunteer Coordinator to organize volunteers as needed.

The Direct Donation Campaign runs for 6 weeks, typically from November to December. Having one campaign is designed to significantly reduce the number of fundraising requests for Altadore families. The Fundraising Chair handles the marketing of the campaign, organizes Direct Donation Packages for families, and coordinates with the Treasurer to set up and maintain the online donation platform (Canada Helps). They also ensure that donations are properly tracked and help issue tax receipts as required. Throughout the campaign, they keep the school community informed and motivated with regular updates in the Weekly Altadore Newsletter.

By managing this campaign, the Fundraising Chair helps ensure the Altadore School Parents' Association has the necessary resources to enrich the student experience at Altadore while being respectful to the time and attention of our families.

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Casino Chair

Email: altadorecasino@gmail.com

The **Casino Chair** is responsible for planning and overseeing the Altadore School Casino fundraiser, held approximately every two years. This role ensures all communications and documentation with **Alberta Gaming, Liquor and Cannabis (AGLC)** are completed accurately and on time. The Casino Chair is also responsible for maintaining the school's casino license and ensuring all use of proceeds complies with AGLC regulations. Casino Chair duties include, but may not be limited to:

- Maintain regular communication with AGLC representatives
- Submit all required paperwork related to casino licensing, events, and use of funds
- Coordinate with School Administration and Parents' Association on casino timing and spending plans
- Ensure the school's casino license remains in good standing
- Track the 24-month usage window for casino proceeds and apply for extensions if needed
- Prepare and submit supporting documentation for any special programs or classroom-specific allocations

AGLC Compliance Notes

AGLC has strict guidelines for the use of casino proceeds. The Casino Chair must ensure that:

- Funds are used **for the benefit of all students** at the school
- If funds are used for specific classes or activities (e.g., field trips), **the entire group must benefit**
- Special programs funded by casino proceeds must include:
 - A description of the program
 - The name and bio of the facilitator
 - Details of compensation (e.g., hourly wage or flat fee)

Proceeds **must be used within 24 months**, and extensions must be requested in advance through AGLC.

The HOOT Chair

Email: thehootchair@gmail.com

Note: The Hoot Chair is not a member of the Board or elected at the Annual General Meeting.

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The HOOT is a biennial 18+ social event and fundraiser for the Parents' Association that usually takes place in November. The event typically includes a silent auction, raffle, student art sale, beverages, and food.

A committee of volunteers is formed to organize The HOOT, consisting of, but not limited to: HOOT Chair, Finance Coordinator, Student Art and Décor Coordinator, Silent Auction and Raffle Coordinator, Ticket Coordinator, Beverage Coordinator, Food Coordinator, Communications Coordinator, and Volunteer Coordinator. Note that these roles can be modified, added to, combined, or performed by two co-coordinators. Information on previous HOOT events is saved on The HOOT Chair Google Drive. This role is typically left vacant in non-HOOT years.

Meetings

Regular Meetings of the Board

The Altadore School Parents' Association typically meets once a month, on a consistent weekday (e.g., the second Wednesday of each month), with exceptions in **December** and **March**. These meeting dates are set at the beginning of the school year and communicated to all members.

Meetings run from **7:30 PM to 8:30 PM**, immediately following the adjournment of the School Council meeting.

All parents, guardians, and interested members of the school community are welcome and encouraged to attend Parents' Association meetings.

Agenda Preparation

The **President** is responsible for checking in with Board Committee members to determine if any updates or reports need to be added to the agenda. The President then collaborates with the **Secretary**, who drafts and distributes the agenda.

Special Meeting of the Board

A Special Meeting of the Board (if required) may be called given 7 days notice to Board members. 4 Board members are required to make quorum. Typically, if required, Special meetings of the Board may be held from **6:00 PM to 6:30 PM**—before the School Council meeting—if there are topics that need to be discussed in advance of the general Association meeting (such as voting on changes to the annual budget).

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Annual General Meeting (AGM)

The **AGM** is held in **June**. At this meeting:

- The **current year's Annual Budget** and **Casino Reports** are presented
- A **new Executive team is elected**
- The **budget for the upcoming school year is approved**

Expenses

The annual budget is set in the spring of the preceding school year and formally approved at the **June AGM**. Budget planning is led by the **Treasurer, President, and Vice-President**, in consultation with **School Administration**, which submits expenditure requests for consideration.

Typical Budgeted Expenses

- **Unity in Community Fund**
(See the *School Council section of this handbook for details*)
- **Residencies**, such as Fun Fit and other in-school experiences
- **Staff appreciation** events and meals
- **Books, technology, and classroom equipment**
- **Class field trips**
- **Edible garden** and **Owl's Nest** maintenance

Casino Funds

There are specific restrictions on how **Casino funds** may be used, in accordance with Alberta Gaming, Liquor & Cannabis (AGLC) regulations. For guidance, please contact the **Treasurer** or refer directly to the [AGLC website](#).

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Altadore Elementary School Council

The Altadore School Council is composed of school administration and parent/guardian volunteers from the school community. Any parent or guardian with a child currently enrolled at Altadore School is automatically a member of the School Council and is encouraged to participate.

The Council works closely with school administration to enhance the learning environment, gather parent feedback, and support community-building initiatives. It serves as a vital link between families and the school.

As stated on the [Altadore School Website](#):

“The Altadore School Council is a strong and active parent body that is integral to our school’s operation and success. School Council works collaboratively with the school administration and staff to significantly enhance learning opportunities for students. It is often through School Council that parents are first asked for feedback about new things that are being considered. It also provides an opportunity for parents to learn more about the school, support initiatives, and to provide input.”

Key Roles

Chair

The School Council Chair, who is typically the same individual as the Parents' Association President, works in partnership with the school administration and school community to ensure parent perspectives are heard and considered. The role includes coordinating meetings, engaging families, and submitting an annual report as required by law.

Core Responsibilities

- Be familiar with the School Council’s structure, roles, and this handbook
- Ensure Council members understand their responsibilities and receive support throughout the year
- Chair and organize Council meetings, promoting respectful dialogue and participation
- Communicate regularly with the school principal to set meeting agendas and plan meeting dates
- Check in with Council and committee members to offer guidance and coordination
- Engage the school community by seeking parent input through conversations, surveys, social media, or topic-based discussions

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- Represent community views thoughtfully and accurately to the principal and school stakeholders
- Keep the school community informed about Council activities, decisions, and opportunities for involvement
- Contribute timely updates to the *Altadore School Weekly Update* newsletter when relevant
- Stay informed about school and system-wide updates, and share information as appropriate
- Always act in the best interests of students and the broader school community

Annual Report Requirement

In accordance with Alberta's *Education Act*, the School Council President must submit an Annual Report to the Board of Trustees by September 30 each year. It is recommended to submit the report by the end of June for efficiency. The report must also be shared with the school principal.

Reports can be submitted by email to: boardoftrustees@cbe.ab.ca

Vice-Chair

The Vice-Chair is typically also the the Parents' Association Vice President. This individual supports the Chair throughout the school year by assisting with meeting logistics, stepping in to lead meetings when the Chair is unavailable, and helping manage key events and initiatives.

In addition to general support duties, the Vice-Chair typically takes ownership of at least one specific project or initiative during the school year. Examples may include:

- Coordinating Teacher Appreciation events or related staff gratitude initiatives
- Managing the sale of Altadore School apparel (note: not a fundraiser)
- Organizing food trucks for events like the Welcome Back Picnic and Summer Splash
- Leading "Unity in Community" projects
- Chairing a committee or leading a special event

The Vice-Chair role is ideal for someone who enjoys event coordination, is comfortable stepping into leadership when needed, and values collaboration with both parent and school stakeholders.

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Secretary

The Secretary is typically also the Secretary for the Parents' Association. They provide administrative support and record-keeping for the School Council. Below is a non-exhaustive list of duties.

Meeting Responsibilities

The Secretary collaborates with the School Council President to develop the meeting agenda. During School Council meetings, the Secretary records the minutes, ensuring they include key points of discussion, decisions made, and attendance.

All School Council minutes are:

- Stored in the Secretary Google Drive (organized by school year)
- Posted on the school website for transparency and access

An agenda and minutes template can be found in the handbook appendix.

Administrative Responsibilities

- Maintain the contact list of all School Council members
- Ensure this contact information is accurate and accessible to relevant parties

Additional Duties

The Secretary may also assist with Unity projects or other collaborative initiatives, depending on how responsibilities are assigned during the school year.

Volunteer Coordinator

The Volunteer Coordinator is responsible for supporting and organizing the volunteer program across the school. This role plays a key part in fostering a sense of community by ensuring parents are informed about opportunities to participate in school events and activities. Key responsibilities include:

- **Support Classroom Parents**

Each classroom has a designated Classroom Parent who coordinates volunteer opportunities directly with the classroom teacher. The Volunteer Coordinator serves as a resource for these Classroom Parents, providing guidance and support when needed.

- **Coordinate School-Wide Volunteer Opportunities**

Throughout the school year, the Volunteer Coordinator will:

- Create and manage **sign-up forms** for school-wide events and initiatives.

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- Collaborate with the **Communications Coordinator** to include volunteer opportunities in the weekly school newsletter.
- **Recruit volunteers** and assign responsibilities for various school functions and events.
- Monitor participation levels and, when necessary, reach out to Classroom Parents to help promote school-wide opportunities to their class-specific parent groups.
- **Foster Engagement**
 - The Volunteer Coordinator helps promote a culture of parent involvement by ensuring volunteering is accessible, well-organized, and appreciated.

Communications Coordinator

The Communications Coordinator is primarily responsible for drafting the Weekly Update that is distributed to parents by the School Administration at the beginning of each school week. The content typically includes, but is not limited to:

- School Council updates
- Key reminders (e.g., field trips, fun lunches, PD days)
- Committee news
- School community activities
- School-run initiatives
- Acknowledgments and thank-yous to volunteers

To compile this, the Communications Coordinator must solicit and collate information from Parent Council members, School Administration, and other relevant stakeholders as needed. They are responsible for drafting the Weekly Update and submitting it to the School Administration for final review, inclusion of the Principal's message, and distribution.

The role requires strong communication, organization, and time management skills. Familiarity with social media platforms is an asset. Unless another volunteer is designated by Council, the Communications Coordinator is also responsible for administering the Altadore School Parents Facebook group, Instagram page, and WhatsApp chats.

Fun Lunch Coordinator

Organizes and oversees monthly Fun Lunch events using the Healthy Hunger platform, in coordination with school staff and volunteers. Fun Lunch is a monthly opportunity for parents to order lunch for their children through the **Healthy Hunger** platform (healthyhunger.ca). This is **not a fundraiser**, but a convenience offering for families. A non-exhaustive list of duties follows:

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Planning & Setup (September)

- Confirm Fun Lunch dates with the **Principal and Vice Principal** (typically Tuesdays or Wednesdays, starting in October, but flexible based on admin preference)
- Set up the Healthy Hunger platform with:
 - Confirmed lunch dates
 - Current class lists (provided by the front office)
 - Selected vendors from Healthy Hunger (rated by other schools for reliability and ease)

Volunteer Coordination

- Recruit and organize volunteers for each Fun Lunch Day
- Ensure volunteers have **valid police clearance**, with assistance from the school's front office
- Acknowledge and thank volunteers via the **Altadore Weekly Update** or another school-wide communication channel

Execution on Fun Lunch Day

- Confirm the day's order details with the vendor
- Print class-by-class order sheets
- Oversee lunch distribution with the help of volunteers, ensuring:
 - Timely delivery to each classroom
 - Students have enough time to eat during their lunch period
 - Smooth coordination with lunchroom routines (which may vary year to year)

Fun Fit Coordinator

Note: *This role is currently unfilled and inactive. In recent years, school administration has taken on the related tasks. However, it remains in the document should a volunteer express an interest in taking on the role.*

The Fun Fit Coordinator plays an important role in enhancing the physical education experience at Altadore School by organizing creative, movement-based activities that go beyond the standard curriculum. The focus is on promoting physical literacy, healthy habits, and most importantly, fun.

This position works closely with the Assistant Principal to plan and implement a variety of recreational programs that introduce students to new ways of moving and staying active. In the past, the school has aimed to offer one Fun Fit activity per month, depending on

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available budget. Programs have included yoga, martial arts, dance, and other engaging experiences that help children build confidence and coordination.

A key part of this role involves researching and contacting independent vendors who offer school-friendly fitness programs. The Coordinator is also responsible for organizing the logistics of in-school activities—this includes coordinating schedules with administration and teachers, managing vendor communication, and occasionally recruiting parent volunteers to help support the sessions. The School Council Treasurer provides guidance on budgeting and expense tracking.

Fun Fit activities are funded through the Altadore Parents' Association, and the number and type of programs vary from year to year based on budget and vendor availability. While administration has kept this initiative going in recent years, reintroducing this as a parent-led role would bring fresh energy and ideas to a much-loved part of school life.

If you're a parent who's passionate about active living and enjoys organizing meaningful experiences for children, this is a wonderful way to contribute to our school community.

Committees and Sub-Committees

Edible Garden & Owl's Nest Committee

Email: altadoregarden@gmail.com

Overview

The Edible Garden and Owl's Nest are outdoor learning and natural play spaces maintained by a dedicated parent committee. While each area has its own focus, both sub-committees share a budget, tools, and work collaboratively under one chair.

Committee Structure

- The **committee chair** leads both sub-committees, manages files and documentation, and coordinates overall planning.
- Committee members may focus on either the **Edible Garden** or the **Owl's Nest**, depending on interest and skill.
- All members meet jointly to plan events, share resources, and align priorities.

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Documentation and Resources

- All key documents (contacts, seasonal plans, past notes) are stored in **Google Drive**, maintained by the chair under the altadoregarden@gmail.com account.
- Folders include:
 - Contact information
 - Cleanup and maintenance guidelines
 - Summer watering schedules
 - Budget and payroll templates
 - Historical suggestions and reports

Edible Garden Responsibilities

Garden Manager Role

- Each spring and summer, the committee hires a **Garden Manager**—often a university student.
- This role involves:
- Delivering **curriculum-linked lessons** to classrooms in spring and fall (planting, care, harvesting)
- Managing **day-to-day maintenance** of the garden over the summer break

Committee Support Tasks

- The **chair or a delegated member** works with the School Council Treasurer to:
 - Draft and submit a seasonal budget
 - Ensure payroll and paperwork are completed for the Garden Manager
 - Track and reconcile expenses (April–October season)

Owl's Nest Responsibilities

The Owl's Nest is a naturalization area designed for outdoor learning and unstructured play. The subcommittee ensures it remains safe, beautiful, and aligned with its educational intent.

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Tasks include:

- Seasonal weeding and trimming
- Repairing pathways and benches
- Caring for native plantings
- Ensuring the space is safe and accessible for classes throughout the year

School Council Meetings

School Council meetings are typically held **once a month** (except December and March) on a consistent weekday that works best for School Council and Administration (e.g., every second Wednesday of the month). Meeting dates are set in collaboration with the administration at the beginning of the school year.

Meetings run from **6:30 p.m. to 7:30 p.m.**, followed by the Parents' Association meeting. All parents/guardians and interested school community members are welcome to attend.

Annual & Ongoing Events

School Council plays a key role in fostering a strong sense of community at Altadore School. Below are some of the events traditionally organized or supported by the Council:

Welcome Back Coffee

Held on the first day of school, this casual gathering gives parents a chance to meet and connect. It may be hosted indoors (e.g., gymnasium) or outdoors, depending on space availability and weather, in consultation with school administration.

Welcome Back Family Picnic

Held on the **second Thursday of September from 5:30 – 8:00 p.m.** (rain date: following week). Families bring their own food and picnic blankets to the school field. Food trucks may be booked for the event via Calgary Food Trucks (403-605-8806 or hello@calgaryfoodtrucks.com).

Staff Appreciation and Meals

Throughout the year, School Council organizes gestures of gratitude for staff and volunteers—such as treat days, luncheons, and holiday or farewell gifts. These efforts are often coordinated by the **Vice-President** or a designated member.

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Examples of past activities include:

- Pop & Chips days
- Valentine's Day treats
- Staff going-away and sympathy gifts

Council typically provides staff meals during **Parent-Teacher Conferences (November and March)**, and may fund these efforts through the Parents' Association budget, parent contributions, or both.

Summer Splash & Picnic

Held in the final two weeks of school from 5:30 – 8:00 p.m. on the school field. Families bring their own food, drinks, and blankets. A **water fight** is often included for students, parents, and staff who wish to participate. Food trucks may be arranged as noted above.

Communication

Weekly Update Newsletter

A joint effort between the School Council and the school administration, this newsletter includes:

- Council and committee updates
- Key school dates (field trips, PD days, etc.)
- Community news and shout-outs

It is drafted by the **Communications Coordinator**, reviewed by school administration, and sent via email and posted on the school website.

Social Media

The **Altadore School Parents Facebook Group** is moderated by a School Council volunteer. It is a **closed group**—only accessible to current Altadore parents/guardians—and serves to:

- Share school and Council updates
- Recruit volunteers
- Encourage parent-to-parent interaction

In addition, the School Council maintains an Instagram account and a public-facing WhatsApp chat.

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Meeting Minutes

Approved School Council meeting minutes are posted to the school website for public reference.

Council Mailbox

A physical mailbox for School Council is located in the school office. Council members should check it regularly for internal communications.

Email Contact

altadoreparentcouncil@gmail.com

This is the primary email address for Council communications with parents. The **Council President** monitors it.

Other Council Resources & Responsibilities

Storage

Council supplies and decor items (such as materials from the Hoot fundraiser) are stored in the **basement off the boys' washroom**. The school caretaker is the best contact for locating items.

Unity in Community Fund

Established in 2008, this fund—**financed by the Parents' Association**—supports Altadore families facing financial hardship. It covers costs such as:

- School and lunchroom fees
- School supplies
- Fun lunches
- Hoot tickets
- Altadore School gear

The process is confidential. School Council assists by **purchasing and delivering items to the office**, while administration assembles and distributes gift bags (typically in December and June). The Secretary or Vice-President may be assigned to coordinate these efforts depending on the year's needs.

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Parent Lending Library

A Parent Lending Library has been established as a resource for parents featuring books on parenting and children's mental health. It was established using grant money from Alberta Education designated for parent engagement at the school.

The Lending Library is located outside the School Office and works on an honour system for lending.

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Appendix

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**Altadore Elementary School Council
Meeting Agenda
DATE**

Acknowledgement of the Land

Welcome (President)

Reports

Presentation from Altadore School Teachers

School Admin Update

Vice-President

Communications Coordinators

Volunteer Coordinator

Edible Garden & Owl's Nest Coordinators

Fun Fit Coordinator

Fun Lunch Coordinators

New Business

Adjournment

Next Meeting: Date

Please forward agenda items to altadoreparentcouncil@gmail.com



**Altadore Elementary School Parents' Association
Meeting Agenda
Date**

Welcome (President)

Reports

President

Treasurer

Fundraising Chair

Casino Chair

Hoot Chair

New Business

Adjournment

Next Meeting Date: Date

Please forward agenda items to altadoreparentcouncil@gmail.com



**Altadore Elementary School Council
Meeting Minutes
DATE**

Attendance:

Acknowledgement of the Land & Welcome

Approval of the previous meeting minutes

Reports

Administration

President

Vice-President

Communications

Volunteer Coordinator

Edible Garden & Owl's Nest

Fun Lunch

Fun Fit

New Business

Adjournment

Motion to Adjourn:

Next Meeting: Date

Please forward agenda items to altadoreparentcouncil@gmail.com

SAMPLE Parents' Association MEETING MINUTES



**Altadore Elementary School Parents' Association
Meeting Minutes
Date**

Attendance:

Welcome (President)

Motion to Approve Minutes from previous meeting

Reports

Vice-President

Treasurer

Fundraising Chair

Casino Chair

New Business

Adjournment

Motion to Adjourn:

Next Meeting: Date

Please forward agenda items to altadoreparentcouncil@gmail.com



**Altadore Elementary
School Parents'
Association
Cheque Requisition
Form**

Date: _____

Requested by: _____

Payable To: _____ **Inv# (if applicable):** _____

Category e.g. Art, Math	Room#	Details	Net	GST	TOTAL
		TOTAL			

*Please attach original receipts.

Approved by: _____

Approved Budget Item? (YorN): _____

To be completed by Treasurer

Date paid: _____

Cheque No.: _____

NOTES:



**ALTADORE ELEMENTARY SCHOOL PARENT ASSOCIATION
BALANCE SHEET**

Date				
Event				
Cheques		Cash		
Particulars	Amount			Amount
			x 5 =	
			x 10 =	
			x 20 =	
			x 50 =	
			x 100 =	
		Coin		
			x 1 =	
			x 2 =	
		Loose =		
		Rolled =		
		Total Cash		
		Total Cash		
		Total Cheques		

Total Cheques		TOTAL	

Counted by:

1. -----

Please print name & sign

2. -----

Please print name & sign