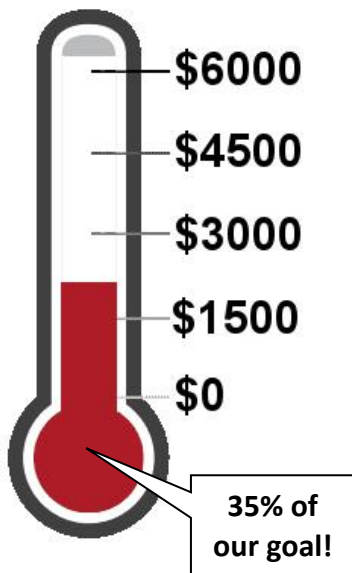




Principal: Mr. K. Elcombe

WALTER LEE ELEMENTARY SCHOOL
9491 Ash Street, Richmond, B.C. V7A 2T7
Telephone: 604-668-6269 Fax: 604-668-6414
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Email: lee@sd38.bc.ca
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**Request for Contributions from your Parent Advisory Council (PAC):
January 2018 Update**

Dear Lee Parents and Families,

Happy New Year and welcome back to school! We hope you enjoyed a wonderful holiday and are ready for a great 2018 at Lee.

Last fall, we sent you a request for financial contributions to your Parent Advisory Council (PAC). We continue to receive a great response to our fundraising campaign! Thanks to your generosity, **we have already raised more than \$2100 as of the end of December.**

Although we are well underway, we have not yet met **our fundraising goal to raise \$6000 for our school through this campaign.** Some PAC-supported items which your contributions have been used towards lately include:

- Six new standing desks have arrived and are already in use in intermediate classrooms.
- A new sand play table for primary (K-1) students has arrived and is already in use in the Great Hall.
- Allotments for classroom supplies for two divisions has been provided.
- Bus allotment for a field trip to the Vancouver Aquarium has been provided.

If you have already made a financial contribution to the PAC, thank you for your generosity and kindly disregard the remainder of this letter. We are not asking you to make any additional contributions unless you would like to do so.

To all remaining families, we are asking you to consider making a financial contribution to your PAC. **Every dollar raised will go directly to supporting our students.** We greatly appreciate any amount you can contribute. If you contribute at least \$30 per student, your child will receive a complimentary Canteen voucher which can be redeemed for a free lunch (a pizza slice, juice box and small snack, or equivalent value) as a special thank you for your support. Tax receipts are also available for donations of \$30 or more. If you contribute to this campaign at any time this school year, your child will be included in our prize draw at our Prowl-A-Thon event in May.

The PAC welcomes and encourages all parents to get involved in whatever way you can throughout the school year. For those parents who are unable to volunteer their time, a financial contribution is a great way to support our school. Your contribution will help create the best possible learning environment and experience for all students. If you have any questions about this campaign or how to get involved in the PAC, please email us at LeeElementaryPAC@gmail.com .

Thank you for supporting your children, Walter Lee Elementary, and the PAC!

How to contribute:

Please complete the **PAC Contribution Form** and follow instructions for either **Option A** or **Option B** below:

Option A – No tax receipt required: Please make your contribution cheque payable to **Walter Lee PAC**. Cash donations are also acceptable. Please submit your PAC Contribution Form and payment to the black PAC mailbox located on the Gym Kitchen door.

Option B – Tax receipt requested: A minimum donation of \$30 is required. Please make your contribution cheque payable to **Walter Lee Elementary**. Please also complete the school district's **General Donation Form** to receive your tax receipt. Please submit your PAC Contribution Form **plus** General Donation Form, and payment to the black PAC mailbox located on the Gym Kitchen door.

Walter Lee PAC Contribution Form

Donor Name: _____

Student Name(s): _____ **Division(s):** _____

Address: _____

City/Province: _____ **Postal Code:** _____

Donation amount:

\$10 \$20 \$30 \$50 \$100 Other \$ _____

Tax Receipt Requested (minimum \$30 donation required):

Yes (Please make cheque payable to **Walter Lee Elementary**. Also complete school district *General Donation Form* – download form on our PAC website or pick up a paper copy from the PAC Bulletin board in the hallway by the staff room.)

No (Please make cheque payable to **Walter Lee PAC**.)

Thank You For Your Support