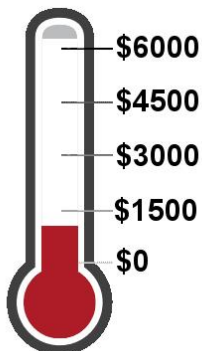




Principal: Mr. K. Elcombe

**WALTER LEE ELEMENTARY SCHOOL**  
9491 Ash Street, Richmond, B.C. V7A 2T7  
Telephone: 604-668-6269 Fax: 604-668-6414  
Website: [lee.sd38.bc.ca](http://lee.sd38.bc.ca)  
Email: [lee@sd38.bc.ca](mailto:lee@sd38.bc.ca)  
Safe Arrival: 604-668-6269

“1960-2017 – Over Fifty Years of Empowering Learners”



### Follow-Up Request for Contributions from your PAC

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 2019 at Lee.

Last December, we sent you a request for financial contributions to your Parent Advisory Council (PAC). We have received a great response to our fundraising campaign! Thanks to your generosity, **we have already raised more than \$1400 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.** This term the PAC is funding a couple of special programs for our students. An upcoming arts residency by Milton Randall will allow students to develop their rhythmic skills during a drumming workshop. The Reader's Choice program directed by our librarian, Ms. Zimmerman, will encourage students to read a diverse selection of books. In addition to these programs, the PAC continues to fund classroom, field trip, resource, administrative and other allotments. Your contributions are required to ensure that the PAC may continue to support our school in these many enriching ways.

If you have already made a contribution in response to our previous request, thank you for your generosity and please disregard the remainder of this letter.

If you have not yet made a contribution, please show your support by making a financial contribution to the 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 pizza slice, juice box and small snack (or equivalent value of \$3 for use at Canteen) as a 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. This fundraising campaign will continue throughout the year until May 3<sup>rd</sup>, 2019.

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](mailto:LeeElementaryPAC@gmail.com) .

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

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**How to contribute:** Please complete the **General Donation Form** (next page). Please submit your General Donation Form and payment to the black PAC mailbox located on the Gym Kitchen door.

If **no tax receipt is required**, please make your cheque payable to **Walter Lee PAC**. Cash donations are also accepted.

If a **tax receipt is requested** (minimum donation of \$30), please make your cheque payable to **Walter Lee Elementary**. Tax receipts will be issued in the same name as shown on cheque.

Student name(s): \_\_\_\_\_ Division(s): \_\_\_\_\_



### GENERAL DONATION FORM

Please find enclosed the sum of/an in kind donation in the amount of \$\_\_\_\_\_ donated to Walter Lee Elementary School, a school operating within the Richmond Board of Education.

The purpose for which I would like this donation used is to assist: PAC Supported Projects.

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*The Board will seek to fulfill the intent of this donation in compliance with the School Act and its Regulations, the Income Tax Act and its Regulations, and with Board Policy and Regulations. Donations can be subject to a general direction by the donor, but decisions regarding specific beneficiaries of one of its established programs must be the exclusive responsibility of the Board.*

*Whenever possible, the contribution will be distributed either to the school specified by the contributor. Funds not directed to the school will be held in trust by the Board.*

**To be completed by the Donor:**

In accordance with Canada Revenue Agency guidelines for registered charities, by my signature below, I understand that this donation has not been made to support a specific child's participation in an activity or tour, nor is it for the benefit of a specific person or family.

Signature of donor: \_\_\_\_\_ Date: \_\_\_\_\_

Is an official receipt for income tax purposes required?

Yes \_\_\_\_ No \_\_\_\_

Please provide the following information: (PLEASE PRINT)

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_ Postal Code: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Thank you for your support of Walter Lee Elementary School, and the Richmond Board of Education.