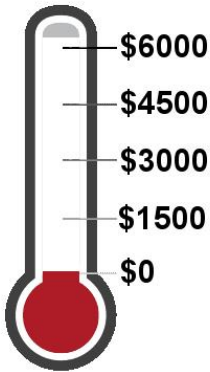


Principal: Mr. K. Elcombe  
Vice-Principal: Mr. A. Sala

School Trustee Liaison: Ms. Heather Larson



### Request for Contributions from your PAC

Dear Lee Parents and Families,

The 2020/2021 school year has been an exceptional year so far. Due to COVID-19 restrictions, our Parent Advisory Committee (PAC) has been unable to run many of our popular fundraising activities this year such as Canteen Hot Lunch. As a result, we have had a significant fundraising shortfall this year. Regardless, we continue to support many of our regular PAC-assisted programs which enhance your child's learning experience at Walter Lee Elementary.

We are reaching out to all families of students at Walter Lee Elementary and asking you to consider making a financial contribution to our school through the PAC. We understand that this may be a difficult time for many in our community, so we greatly appreciate whatever contributions you may be able to afford.

**Every dollar raised will go directly to supporting our students.** This year, the PAC will fund the purchase and installation of classroom projectors. As in previous years, the PAC will also provide allotments for classroom supplies and other areas including sports, library, band, and resource funding, as well as many other essential items.

Contributions to the PAC will be collected **online only** this year through the Richmond School District website at [www.sd38.bc.ca](http://www.sd38.bc.ca). Please see the following page for detailed instructions on how to donate. We appreciate any amount you can contribute.

We will celebrate our Lee community and our fundraising efforts this year at the Prowl-A-Thon on **Friday, May 7<sup>th</sup>, 2021** at Lee. All funds donated in response to this letter will be recognized at this event. This fundraising campaign will continue until **May 6<sup>th</sup>, 2021**.

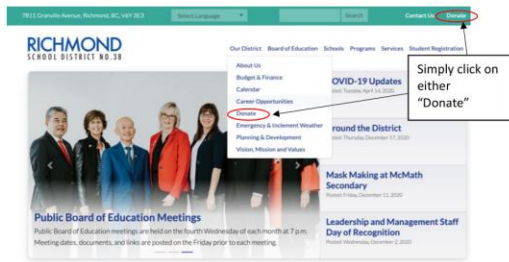
The PAC welcomes and encourages all parents to get involved in whatever way you can throughout the school year. For those parents who are unable to volunteer their time, a financial contribution is a great way to support our school. Your contribution will help create the best possible learning environment 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!**

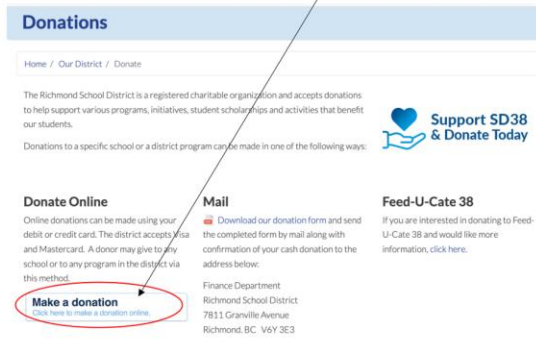
### Instruction for Making Donations Online

Please go to the Richmond School District website @ <https://www.sd38.bc.ca/>, then follow the steps below.

Step 1 When you are on the home page



Step 2 When you see the below page, please click



Step 3 Choose or enter the amount of your donation and select "Lee Elementary"

How to donate online P. 1

**How to contribute online:** Please follow the instructions provided on this page to make your contribution.

**Step 1:** Go to [www.sd38.bc.ca](http://www.sd38.bc.ca) . On the home page, click on "Donate".

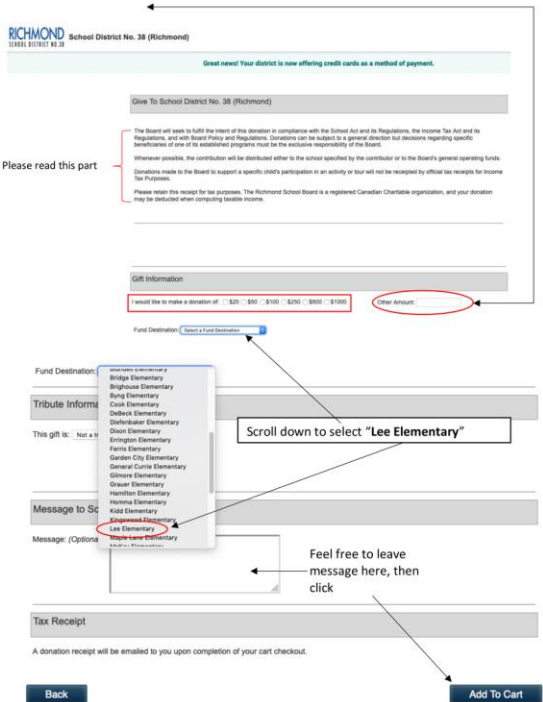
**Step 2:** On the Donations page, click on "Make a donation".

**Step 3:** Complete the details for your donation.

- Enter the amount of your donation.
- Select "**Lee Elementary**" as the *Fund Destination* to ensure that your donation is received by our school.
- In the *Message to School Board* box, enter "Prowlathon" and your child/children's name(s) and division(s).
- Click "Add to Cart".

**Step 4:** You will be redirected to the SchoolCashOnline cart. Please check that your donation amount is correct and that "**Lee Elementary**" is specified. Edit if changes are required or click "Continue" when you are ready.

**Step 5:** Log in to your SchoolCashOnline account to complete payment. Payment may be provided by credit card (VISA/Mastercard), eCheck or myWallet.



Step 4 Edit the amount if needed, please make sure it's for Lee Elementary

How to donate online P. 2



Step 5 Log into your account (the same one used for paying school fees)



Step 6 Select one of methods and click "Continue" to complete your donation



How to donate online P. 3