

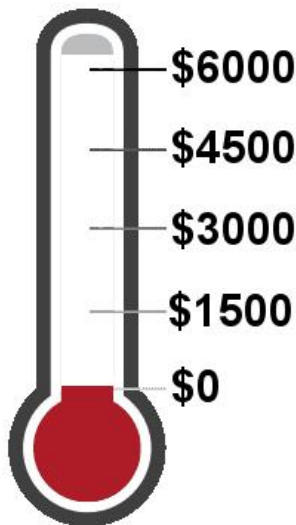


Principal: Mr. K. Elcombe

WALTER LEE ELEMENTARY SCHOOL
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“1960-2017 – Over Fifty Years of Empowering Learners”

2018-2019 Request for Contributions from your PAC



Dear Lee Parents and Families,

We are reaching out to all families of students at Walter Lee Elementary asking you to consider making a financial contribution to our school through the Parent Advisory Committee (PAC). Funds raised will be used to enhance your child’s learning experience at Walter Lee Elementary. With your assistance, the PAC is able to fund field trips, special programs, guest speakers and classroom allocations, as well as many other school-related items.

This year, **our goal is to raise \$6,000 for our school through this campaign.** In addition to the programs mentioned above, the PAC also plans to fund much needed technology and furniture items for our school.

Last year we purchased a filtered water station, primary sand play table, book carts for the library, and standing tables for intermediate classrooms. This year so far, the PAC has already funded the annual replenishment of schoolwide emergency kits and special presentations by guest speaker, Michael Bortolotto. Folding tables, chairs and carts for use in the Gym, Art Room and Multi-Purpose Room have already been purchased and put to use.

Please show your support by making a financial contribution. **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 3rd, 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 .

Thank you for supporting your children, Walter Lee Elementary, and the PAC! Happy holiday wishes to all and see you in 2019!

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.



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.

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.