

## **PPPS Coordinator Positions**

### Book Sale

- 1) Overall, what do you do for the program/activity you are responsible for?

Overall coordination of event

- 2) What is the date/timing of the event, if applicable?

October

- 3) When do bookings need to be done?

ASAP in Sept once calendar open

- 4) How many hours per week do you spend for it?

Sept ~15hr, Oct ~80hr – this one is a lot of hours – I am not sure if I am accurate with this count – but it is a lot that is for sure

- 5) Who are the contacts you use for your program/activity (example: the pizza place you order from and name, how much do they charge etc.) or any contacts you use for things you need for your initiative (example: the place you get tables from...)

There is a big manual for event that I should update – but can send you

- 6) Please list name of helpers/volunteers (with their contact info) that works with you presently with your fundraising program/activity

Use volunteer signup online for this event – have about 50 names each year of helpers – can give you link to his from last year if you require – Matthew on Parent Council helps to organize this site for me

## Winter Walk

- 1) Overall, what do you do for the program/activity you are responsible for?

Coordinate with Mme. Mila to organize

- 2) What is the date/timing of the event, if applicable?

Late Feb, early March

- 3) When do bookings need to be done?

No booking required

- 4) How many hours per week do you spend for it?

Feb ~20hr total

- 5) Who are the contacts you use for your program/activity (example: the pizza place you order from and name, how much do they charge etc.) or any contacts you use for things you need for your initiative (example: the place you get tables from...)

Mme. Mila and I organize jointly; contact local grocery store for fruit donation that have parents help me cut up and buy hot chocolate (Tim Hortons bought and then diluted this one year, last year made and bought at cash and carry)

- 6) Please list name of helpers/volunteers (with their contact info) that works with you presently with your fundraising program/activity

Contact parents I know to help cut up fruit and day of event ask 2 people to do the hot chocolate pouring

## Jump Rope for Heart

- 1) Overall, what do you do for the program/activity you are responsible for?

Coordinate with Mme. Mila to organize

- 2) What is the date/timing of the event, if applicable?

Late May

- 3) When do bookings need to be done?

In Feb or March confirm date with Heart and Stroke Foundation done through school

- 4) How many hours per week do you spend for it?

May ~40hr total

- 5) Who are the contacts you use for your program/activity (example: the pizza place you order from and name, how much do they charge etc.) or any contacts you use for things you need for your initiative (example: the place you get tables from...)

Mme. Mila and I organize jointly; She books with Heart and Stroke, then teachers do a lot of organizing, I help to organize our parent volunteers and activities

- 6) Please list name of helpers/volunteers (with their contact info) that works with you presently with your fundraising program/activity

We also for parent volunteers through newsletter and class list – each year we get about 30 volunteers to help with event; I also have my graduate students come from University of Ottawa to aid in the event.

## Website and Communications

- 1) Overall, what do you do for the program/activity you are responsible for?

Website, emails mostly. Help others with the events to get the word out

- 2) What is the date/timing of the event, if applicable?

Ongoing - all year except not much in summer.

- 3) When do bookings need to be done?

N/A

- 4) How many hours per week do you spend for it?

Varies but averages around 2 hours.

- 5) Who are the contacts you use for your program/activity (example: the pizza place you order from and name, how much do they charge etc.) or any contacts you use for things you need for your initiative (example: the place you get tables from...)

N/A

- 6) Please list name of helpers/volunteers (with their contact info) that works with you presently with your fundraising program/activity

N/A

## Gardens

- 1) Overall, what do you do for the program/activity you are responsible for?

I am listed as the School Garden volunteer. I have offered my help to Phil Harker, the teacher who primarily takes care of the vegetable gardens on the front lawn of the school. I offer him plants, seeds, soil and my time. He is very dedicated to the school gardens, has everything well-planned, and usually does not require much help. I reach out to him yearly to remind him that I can help if needed. He has never requested funds specifically for the school gardens, apart from the actual construction of the beds a few years ago.

- 2) What is the date/timing of the event, if applicable?

N/A

- 3) When do bookings need to be done?

N/A

- 4) How many hours per week do you spend for it?

N/A

- 5) Who are the contacts you use for your program/activity (example: the pizza place you order from and name, how much do they charge etc.) or any contacts you use for things you need for your initiative (example: the place you get tables from...)

N/A

6) Please list name of helpers/volunteers (with their contact info) that works with you presently with your fundraising program/activity

7) Cost

Ask Phil Harker if he submits any requests for the garden every year from the council

## Yearbook Co-ordinator/Editor

- 1) Overall, what do you do for the program/activity you are responsible for?

Once a year (usually in April/early May) gather photos from multiple sources (staff, parents) and work with Edge photography (they input all the student photos). Edge provides the software so you can do the layout for the rest of the Yearbook and add to the class pages.

- 1) Overall, what do you do for the program/activity you are responsible from?

- 2) What is the date/timing of the event, if applicable?

Negotiate cost with Yearbook provider, ask Pizza Parent to set up hotlunches website for Yearbook sales, gather enough photos to fill Yearbook, do the layout, distribute once they are received and deal with any problems that arise with sales, lost yearbooks, etc.

- 2) What is the date/timing of the event, if applicable?

- 3) When do bookings need to be done?

Yearbook agreement usually signed in the Fall. Photos and layout done in late April, early May. Distribution done in June.

- 4) How many hours per week do you spend for it?

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- 4) How many hours per week do you spend for it?

Majority of time commitment is done between photo deadlines and submission deadline (which is usually a pretty tight turnaround). Layout time can depend on how much time is available and level of design (and the software used).

- 5) Who are the contacts you use for your program/activity (example: the pizza place you

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Aaron Johnson @Edge Imaging

Erica Irwin: pizza parent

Matthew Innis: play photos and assistance

- 6) Please list name of helpers/volunteers (with their contact info) that works with you presently with your fundraising program/activity

Edge Imaging: Cost depends on quantity ordered, etc.

Usually order 175-200 each year. Have kept price at \$20 for the past four years and can provide previous agreements to next person.



## Hotlunches /Pizza and Popcorn Coordinator

- 1) Overall, what do you do for the program/activity you are responsible for?

Be the main contact for the online store (Hotlunches).

In September:

1. Set up the system from scratch each September.
2. Determine length of each term (trying to spread them out equally throughout the year yet avoiding a renewal right before Christmas)
3. Entering all PD days (to make pizza Tuesdays if they fall on a Monday)
4. Enter all school breaks
5. Determine pricing to ensure we cover the cost of pizza and have a good profit margin for this fundraiser. Pricing has not increased since 2011.
6. Hold all amounts owing from last year, forcing parents who have a balance to pay the balance before being able to order for this current school year.
7. Check and read all wording within the site to ensure it is up to date and accurate before launching the online store.
8. Testing the store to ensure it is working and that there are no issues with dates or ordering. Ask some test subjects from parent council to try it first.
9. Email staff to let them know about their options for pizza and how their accounts work.
10. Request amount owing from pizza supplier, on a weekly basis for first 4 weeks until we establish a permanent order for the term.
11. Adding pizzas to our orders and changing amounts available in the online system if there is enough interest. The idea is to try and find the perfect balance of pizza and orders so that nothing goes to waste and also that there isn't a partial pizza ordered that is actually costing parent council money.
12. Pull all the user emails and give to Communications Volunteer so he/she can add to the parent council distribution list. Since we don't get email addresses from the school, this is our main way of getting email addresses of parents/ guardians.
13. Check the PayPal account and notify Treasurer when the account is getting too high or is ready to transfer.
14. Ensure a good working relationship with a board approved pizza supplier. Send texts every Sunday night to ensure pizza delivery on

Monday with right amount of pizzas. Negotiate when possible best price or free pizzas.

15. Find ideally 10 volunteers to help sort pizza on Mondays. If everyone can do one week, then the load is light for everyone. Usually you end up with 4 reliable volunteers that you can depend on.

Weekly:

1. Check the office for any cash (when teachers pay cash for pizza left over from student absences) and get the cash to Treasurer.
2. Correspond with staff about their orders and range of personal issues (financial, dietary, special requests ...)
3. Be checking the email account daily, responding to parent emails, changes in orders, questions and concerns or suggestions. Correspond with parents regarding: their child's orders, payments, non-payments, refunds, emails about range of personal issues (financial, dietary, special requests ...)
4. Taking suggestions to parent council meetings if they are valid.
5. Ensure if possible all slices are sold to maximize fundraising. Includes sending emails, posting on Facebook or asking communications volunteer or Principal to send out an email blast.
6. Answer technical questions about the online store. Correspond with Hotlunches support when required about issues with system or issues users have encountered.
7. Communicate with pizza supplier on Sunday evenings about any changes in orders or if there is a PD day or holiday.
8. Check online to see who the pizza volunteer is for the Monday (or Tuesday), email them the sheets they need to print, send directions about how to do pizza sorting if required. Be ready to organize another volunteer if this volunteer can no longer make it.
9. Be ready to step in on Monday if no volunteers can help for pizza sorting or someone doesn't come/ is sick.
10. After someone volunteers on Monday follow up with any parents regarding issues with student orders (for example, a child thinks they should have pizza but is not on the list, a parent has put their child in the wrong home room and the pizza is not being delivered to the right class, they have entered a vegetarian order for a student when we don't offer this option to students).
11. Check on inventory of gloves, napkins, plates.
12. Either shop for these items and get reimbursement or find a volunteer to shop for you.

13. If any students change schools and want to cancel their pizza, offer them a refund or offer for them to donate the \$ to the school. Then cancel their order.
14. Check emails weekly to see if any children are cancelling their orders. If pizza becomes available, post it on Facebook or send out an email (either through pizza system or through communications volunteer) to try and sell that piece. Alternatively, contact parents on the "wait list".
15. Answer requests from the office where students' parents have complained about pizza. Eg. Their student isn't receiving their pizza, check to make sure they are in the right class online or that the parent registered for that particular pizza term.

#### End of year

1. Follow up 3 times with people who have a balance owing to try and get them to pay so we can close out the school year.
2. Wipe the system clean at the end of the school year for privacy reasons.

#### 2) What is the date/timing of the event, if applicable?

Sunday evenings: find out who is volunteering for Monday, contact them and ensure they will actually come on Monday. Send them the pizza lists to print as well as the order for Gabriels so they know what to expect.

For the first 3-4 weeks, confirm possibly different pizza orders with contact at Gabriels since parents often change their minds or order late.

#### 3) When do bookings need to be done?

We offer 3 terms for pizza:

End of Sept to beginning of Jan

Jan to April

April to June

I try and spread them out over the school year but with a renewal not right before Christmas because no one does it they are too busy.

#### 4) How many hours per week do you spend for it?

First week of set up in September: 5 hours to enter teachers and classes, 8 hours to set up pizza system. 1-2 hours daily for first 2 weeks of each term to answer requests from parents, change in orders, problems with online store, dealing with technical issues and being the liaison with Hotlunches (software provider) dealing with supplier and also treasurer, communications volunteer and pizza volunteers. 1-3 hours weekly after

this point. Mostly checking email from parents and then Sunday nights, organizing the volunteer for the Monday. If no one can come, being available to sort pizza yourself (additional hour).

- 5) Who are the contacts you use for your program/activity (example: the pizza place you order from and name, how much do they charge etc.) or any contacts you use for things you need for your initiative (example: the place you get tables from...)

Gabriel's pizza (Alta Vista and Bank) Joe: 613-858-8611 (cell)

\$10.50 for large pepperoni or cheese

\$16 for large teacher pizza (veg or meatlovers)

\$13 for medium teacher pizza

- 6) Please list name of helpers/volunteers (with their contact info) that works with you presently with your fundraising program/activity

The role of the Pleasant Park Parent Council is to:

- offer parents a forum where they can learn about the latest school activities, curriculum initiatives and news from the OCDSB, as well as a venue to voice their concerns, ask questions and offer feedback directly to school administrators;
- raise funds for non-essential curriculum items, teacher requests and special projects which benefit the students of the school;
- coordinate events which engage the students, parents, friends and community members to enhance school spirit and awareness;
- organize and manage resources to help parents, including healthy lunch programs, relevant guest lecturers and online resources.

An Executive Committee (parent members) consisting of the following officers:

- a) Two Co-Chairs: Together or alternately conduct Council meetings and oversee the activities of the Executive Committee and general Council activity. The Co-Chairs are ex-officio members of all committees established by the school Council and communicate with the principal on behalf of the Council.

- b) Treasurer: Maintains accurate records of all Council financial dealings and prepares monthly and year-end reports which are to be kept available at the school for at least four years. The treasurer has signing authority on Council's bank account and monitors all fundraising initiatives undertaken by the Council.
- c) Secretary: Prepares and distributes meeting notices, agenda, minutes and monthly newsletters which are to be kept available at the school for at least four years. Receives and distributes incoming school mail.

AND Other members of Council (parent members) with specific responsibilities:

- d) OCASC representative (may include an alternate representative): Represents Council at meetings of the Ottawa Carleton Assembly of School Councils and reports items of interest back to Council.
- e) PRO Grant application/event Coordinators (two positions, one for current school year and one for subsequent school year): Prepares and submits the grant application and organizes the funded event.
- f) Webmaster PPS Council website (may be a shared position): Maintains Council's website, including regular updates.
- g) Coordinator, Elections and Council Volunteers: Maintains the list of Council positions and coordinates and prepares election materials.

- h) Other coordinators, any of which may be a shared position, the number and responsibilities of which may vary from year to year at the discretion of the Executive Committee, and which may include:
  - i) Fundraiser coordinators (for example, book sale, holiday sale, dance-a-thon)
  - ii) Event coordinators (for example, connections breakfast for new families, staff appreciation lunch, end-of-the-year BBQ)
  - iii. Ongoing program coordinators (for example, pizza, alternative lunches, milk, school supplies)
  - iv. Other activity coordinators (for example, local newspaper contributions coordinator, school garden coordinator)
- i) Members-at-Large, the number of which may vary from year to year at the discretion of the Executive Committee.

AND Staff/Other members (non-parent) of Council:

- j) The school principal (non-voting).
- kl) A teacher at the school, elected by his/her peers.
- l) A non-teaching staff member elected by his/her peers.
- m) One community representative who is appointed by a majority vote at a meeting of the school Council.

## Other

Pleasant Park has a vibrant community of volunteers. For convenience some key contacts are listed here in case you need to ask a question, want to volunteer for an event, etc.

## Fundraising Activities

Movie nights: [Laura Thompson and Emily Kadantseva](#)

Pizza lunch: [Erica Irwin](#)

Popcorn Fridays: [Erica Irwin](#)

## Community Building

BBQ: [Crystal Orlik](#)

Book sale: [Diane Lagace](#)

Communications (email, and social media): [Matthew Inniss](#)

Games night: [Karen Welch](#)

Garden: [Emily Scott](#)

Media Contributions: [Jennifer Gallant](#)

Lunch Lady Liaison: [Dawn Miller](#)

Multicultural dinner: [Crystal Orlik and Colleen Shanahan](#)

OCASC Representative: [John Marshall](#)

Speaker Nights: [Purnima Sundar and John Marshall](#)

Staff Appreciation Lunch: [Cecilia Lee](#)

Webmaster for Parent Council website: [Matthew Inniss](#)

Yearbook: [Sarah Pipe](#)

## Inactive

Alternative Lunches

Entertainment book

Elections & Volunteer Coordinator

Connections evening

Fun Fair

Gift Cards

Holiday Hamper

Holiday Sale

Indigenous Awareness

Mabel's labels

Dance-a-thon



Last updated June 2018

Magazine fundraiser  
Milk program  
Tools for Schools (supplies)