

NAME OF CENTER - PARENT AUXILIARY COUNCIL (PAC)
GUIDEBOOK SCHOOL YEAR
Updated **DATE**

Table of Contents

NAME OF CENTER Parent Auxiliary Council (PAC)	2
Mission	3
Policies & Procedures	3
Organization Chart	4
Financials	5
PAC Bank Account	5
PAC Agency Account	5
Involvement Committees	7
Family Events Committee	7
Staff Appreciation Committee	9
Volunteer Coordinator	11
Room Parent Committee	12
Fundraising Committee	13
PAC Policies and Procedures	15

INSERT SCHOOL YEAR PAC Goals

Goals

1. Operationalize the room parent volunteer role with clear expectations and support.
2. Build upon successful annual giving campaigns and have 45% of **NAME OF CENTER** families participate
3. Increase PAC's digital presence on the school's website and Facebook pages as a means to encourage interaction with parents.

What we want to communicate to parents:

1. The PAC is your representation to the school on broad content and ideas. PAC encourages all parents to share ideas with the group.
2. That **NAME OF CENTER** is the best option for your child.
3. You belong here. Your children belong here and are cared for and loved.

NAME OF CENTER Parent Auxiliary Council (PAC)

Mission

The mission of the Parent Auxiliary Council (PAC) is to enhance and support the educational experience at NAME OF CENTER, to develop a closer connection between school and home by encouraging parental involvement, to serve in an advisory role to improve the learning and caring environment at the NAME OF CENTER, and to provide volunteer and financial support.

Policies & Procedures

The PAC is governed by the approved Policies and Procedures Manual. See appendix.

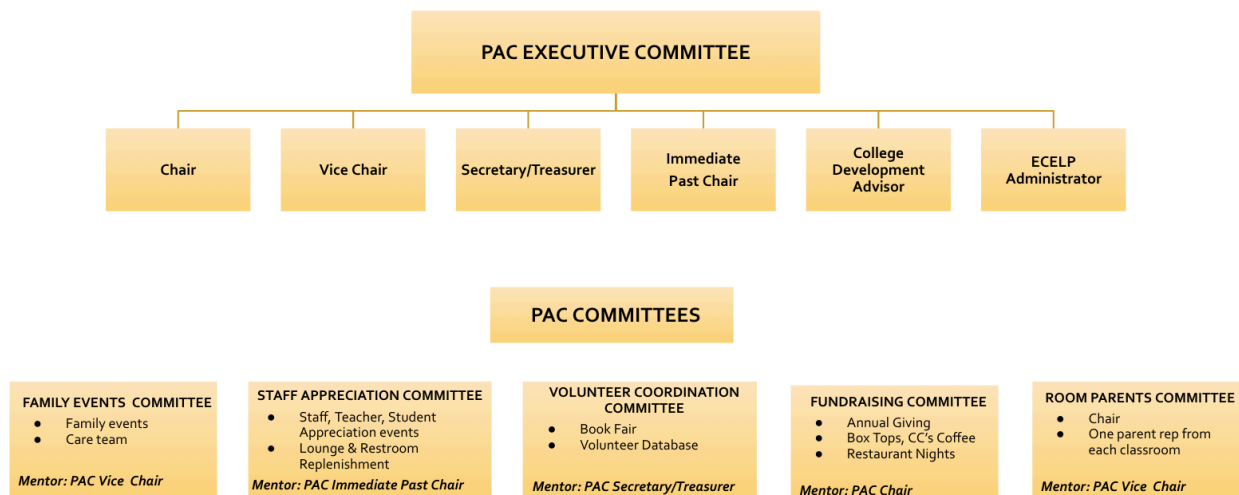
Organization Chart

The PAC is an 11-member council composed of a six-member executive committee and five committee chairs. This team works together to coordinate the strategic direction and big picture ideas for the PAC and collaborates with school and development officers.

The executive committee communicates as needed via email and phone in preparation for the monthly PAC meetings.

Each committee will be led by a PAC exec committee member until a committee chair is identified. Once a committee chair is identified, the PAC exec committee member will continue to mentor and advise the chair.

Committee chairs attend the monthly PAC meetings to provide progress reports.



Financials

The PAC fundraises to support the school in various ways:

1. The annual appeal supports the school and curriculum needs. Annual appeal funds go into the school's LSU Foundation account.
2. The PAC also fundraises in order to have funds to conduct various events/activities for families and the school. These funds typically go into the PAC bank account.

PAC LSU Foundation Account

- Restaurant nights deposited here so restaurants can get tax credit.
- Funds from this account require prior approval from **NAME OF CENTER administration** to be spent.
- Used to supply food, etc. for school events
- Book Fair / Box tops / Community Coffee money deposited in this account

Involvement Committees

Each committee will be led by a PAC exec committee member until a committee chair is identified. Once a committee chair is identified, the PAC exec committee member will continue to mentor and advise the chair.

Committee chairs will work with the Volunteer Chair to identify parent volunteers to complete tasks of their committee. Sub-committees can be formed as needed.

Family Events Committee

Mentored by PAC Exec Committee Vice Chair

Charge

Welcome new families and welcome back returning families during the fall semester, educate families on PAC opportunities, and encourage networking and involvement; host caregiver appreciation events (Breakfast with Buddies around Father's day, etc.) and Grandparent's day events; Coordinate support efforts for school teachers, administrators, students, and families experiencing unexpected and/or difficult times

Committee Description & Responsibilities

- Coordinate with administration to set up receptions
- Coordinate food and drinks, including set up, maintaining during event, and clean up
- Send personal invitations to all new families and general email to returning families encouraging them to stop by and participate
- Collaborate with PAC and Volunteer Coordinator to use event as an educational and volunteer recruitment opportunity
- Receive, relay, and keep confidential information from the administration regarding members of the **NAME OF CENTER** Family that may have special needs such as an illness or death in the family

- Coordinate support efforts agreed upon with administration

Timeline

June

- Determine date for the fall welcome event
- Get total number of new and returning families from administration

July

- Plan the event with the committee
- Coordinate refreshments
- Make invitations to distribute to new families
- Coordinate purchase of any supplies needed
- Determine plans for the PAC table with volunteer sign up, newsletter information, etc.

August

- Send out email blast with flyer and include in teacher newsletter
- Put invitations to new families in their child's cubby to encourage attendance
- Coordinate day-of event logistics, set up and clean up

October

- Send out email blast with flyer and include in teacher newsletter for Grandparent's Day event
- Coordinate day-of event logistics, set up and clean up
- Coordinate with Book Fair Committee

May

- Send out email blast with flyer and include in teacher newsletter for event celebrating Mother's Day with a more inclusive event name and experience
- Coordinate day-of event logistics, set up and clean up

June

- Send out email blast with flyer and include in teacher newsletter for event celebrating Father's Day with a more inclusive event name and experience
- Coordinate day-of event logistics, set up and clean up

Ongoing

- Communicate with **NAME OF CENTER** administration in regard to any family or teacher/staff emergency needs or support required.
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Teacher & Staff Appreciation Committee

Mentored by PAC Exec Committee Immediate Past Chair

Charge: Coordinate appreciation events for teachers, staff and students during designated weeks in May (teacher and staff) and before finals week for student workers

Keep the staff lounge and restrooms looking festive and nice by decorating for holidays and stocking with items faculty and staff can use

Committee Description & Responsibilities

- Coordinate all aspects of Teacher/Staff Appreciation Week in May
- Confirm headcount of faculty, staff and students for gifts/meals/etc.
- Coordinate daily activities/plans for the week
- Communicate with Room Parents Committee Chair to coordinate room specific appreciation for teachers
- Determine budget for the week of supplies, food, activities
- Add a “homey” feel to the lounge & restrooms throughout the year (mints, decorations, etc.)
- Each month check faculty/staff restrooms and lounge and replenish as needed: special lotions, mints, soaps, feminine products, deodorant, hairspray, mouthwash

Timeline

August

- Meet as a committee to determine activities/events for the year
- Check LSU calendar to determine when student employees are being recognized (usually in the spring)
- Work with administration to get a birthday list for all staff, including administration

October

- Divide up tasks and responsibilities
- Coordinate recognition for midterms
- Determine who will purchase supplies

December

- Divide up tasks and responsibilities
- Coordinate recognition for finals
- Determine who will purchase supplies

March

- Divide up tasks and responsibilities
- Coordinate recognition for midterms
- Determine who will purchase supplies

February/March

- Meet as a committee to determine activities/events throughout week in May for teacher/staff appreciation week

April

- Divide up tasks and responsibilities for week
- Determine who will make fliers
- Determine who will oversee which event each day
- Determine who will purchase supplies
- Coordinate publicity and messaging to families regarding participation in teacher/staff appreciation events
- Outreach for potential meal donations for breakfast/lunch during week

May

- Facilitate week of activities

Ongoing

- Supply items such as toiletries, perfume sprays, toothbrushes, mouthwashes, etc.
- Each month, get teacher of the month name from administration; secure approval to purchase small gift of teacher's favorite things; give gift to teacher and take a photo to share on social media

Volunteer Coordinator

Mentored by the PAC Exec Committee Secretary/Treasurer

Charge

Recruit volunteers, coordinate the volunteer opportunities at the school with administration (events, committees, other) and assist those interested in giving back in finding a good fit placement

Committee Description & Responsibilities

- Secure list of family members who express interest in volunteering on enrollment forms from the administration
- Coordinate recruitment of volunteers during Family Welcome
- Maintain list of all members interested in volunteering with PAC
- Outreach to members interested in volunteering to determine placement on a committee, commitment to program coordinator role, commitment to exec
- Inform PAC, Exec, and Committee Chair when new volunteers join a committee
- Send thank you notes to volunteers upon completion of their projects/for serving as a volunteer this year
- Assist with Book Fair volunteer coordination each fall

Timeline

Ongoing

- Outreach to volunteers
- Placement of volunteers on committees
- Send out thank you messages to volunteers for contributing throughout the year

July

- Coordinate with Family Welcome to publicize volunteer opportunities during event

August

- Attend Family Welcome to encourage members to sign up for committee engagement

September

- Coordinate Book Fair volunteer sign up

Room Parent Committee

Mentored by PAC Exec Committee Vice Chair

Charge: Support classroom teachers through volunteer management and events outside of the normal curriculum (celebrations, holiday parties, etc.)

Room Parent Chair

- Secure one room parent for each classroom to form committee
- Coordinate a meeting with all room parents, PAC and school administration at beginning of year
- Compile room parent folders for each room parent
- Serve as a communication liaison between PAC, administration, and room parents
- Attend monthly PAC meetings

Committee Description & Responsibilities

- Assist the teachers with classroom needs, volunteers, supplies
- Coordinate recognition for teachers (birthdays, holidays, etc.)
- Coordinate celebrations with teachers (winter party, Valentine's Day party, etc.)

Timeline

Monthly

- Communicate with room parents throughout the year with updates from PAC and as needed

July

- Determine day/time of room parent workshop meeting
- Put together room parent folders

August/September

- Host room parent workshop/appreciation event
- Have teachers fill out favorite things sheets; distribute to room parents and upload to google drive or request sheets from **NAME OF CENTER** administration if already completed

December

- Work with teachers to plan winter party

February

- Work with teachers to plan Valentine's party

March

- Work with teachers to assist with Mardi Gras parade

May

- Coordinate room participation in Teacher/Staff Appreciation Week as needed

Fundraising Committee

Mentored by PAC Exec Committee Chair

Annual Giving

Charge: Support CHSE Development team's efforts to plan, execute and grow annual giving campaign in support of the **NAME OF CENTER**

Annual Giving Description & Responsibilities

- Collaborate with the **NAME OF CENTER** administrative rep on PAC to execute the annual giving campaign

Restaurant Nights

Charge: Coordinate fundraising dates at family-friendly restaurants to support PAC fundraising

Committee Description & Responsibilities

- Coordinate 1-2 fundraisers each semester at various restaurants in the community where a percentage of sales goes back to the PAC (Previous restaurants have included Walk On's, Mellow Mushroom, Cane's, Chipotle)
- Communicate with local restaurants, submit any necessary forms, confirm dates/locations/times
- Communicate with **NAME OF CENTER** community to garner support and interest in fundraiser participation
- Coordinate submission of fundraising check to **NAME OF CENTER** and PAC agency account

Timeline

Ongoing

- Ensure check is deposited into account
- Share amount raised with PAC
- Send the check to Director to deposit
- Send an email to Director with the profit and ask she put it in the school newsletter and social media

June/July

- Choose which restaurants you want to use
- Submit any necessary forms, requests to the respective restaurant
- Review **NAME OF CENTER** calendar to ensure selected dates don't overlap with any major school events

One Week Prior to Event

- Contact Director to email, tweet, Facebook info about fundraiser

Two Days Prior

- Contact Director to email, tweet, Facebook info about fundraiser

Day Before

- Place signage regarding event in carpool areas, hallways, restrooms, access doors, child cubbies

Day of Event

- Contact Director to email, tweet, Facebook all the info again

Day After Event

- Communicate with restaurant to thank them for serving as fundraiser site
- Coordinate distribution of check/profits
- Remove all marketing materials – lawn signs, fliers, etc.
- Report to Fundraising Chair on Council

Box Tops & Community Coffee Program

Charge: Coordinate logistics of collecting, organizing and submitting Box Tops and Community Coffee labels as a means of fundraising to support PAC

Timeline

Ongoing

- Collect the tops, cut the box tops along the dotted lines and keep count of the total

August

- Work with PAC Chair to Include information in the director's newsletter
- Contact the **NAME OF CENTER** Director for approval and submissions
- Find companies' deadline dates for the year to add to calendar

October

- a. Send out box tops and community coffee credits to get funding in return

February

- b. Send out box tops and community coffee credits to get funding in return

Perpetual Calendar - task list

Monthly

Gather content for the newsletter

August

Update website with new PAC names

Transfer PAC@lsu.edu email account and gmail account to new chair

Propose new budget and have approved by Sept 1

April

Convene nominating committee

PAC Policies and Procedures

EARLY CHILDHOOD EDUCATION LABORATORY PRESCHOOL PARENT AUXILIARY COUNCIL

POLICIES AND PROCEDURES

Adopted DATE

ARTICLE I MISSION

The mission of the Parent Auxiliary Council (PAC) is to enhance and support the educational experience at **NAME OF CENTER** to develop a closer connection between school and home by encouraging parental involvement, to serve in an advisory role to improve the learning and caring environment at the **NAME OF CENTER**, and to provide volunteer and financial support.

Article II MEMBERS

Section 1. Members:

- a. Shall be composed of parents and or legal guardians of currently enrolled students.
- b. Shall consist of a Chair, Immediate Past Chair, Vice Chair, Treasurer, Secretary, LSU CHSE Senior Director of Development, **NAME OF CENTER** Director, and the five committee chairs. It is the responsibility of all PAC members to serve as advocates of the organization and to support the mission, policies, and procedures of the organization.
- c. The PAC functions under the auspices of the LSU College of Human Sciences and Education Early Childhood Education Laboratory Preschool.

Article III MEETINGS

Section 1. Meetings:

- a. A minimum of four (4) meetings of the PAC will be held August – June of each year. Monthly meeting times and dates should be established at the initial planning meeting for the upcoming year.
- b. Additional business of the PAC shall be conducted via email.
- c. Committee meetings shall be held as needed.
- d. **NAME OF CENTER** administration may attend any meeting and or event of the PAC.

Section 2. Notice of Meetings:

Notice of the date, time and place of all meetings shall be provided a minimum of fifteen (15) days in advance by email.

Article IV MANAGEMENT

Section 1. PAC:

- a. The PAC shall have authority to fill a PAC membership vacancy occurring within its membership for the unexpired term.
- b. The immediate past chair of the PAC shall be an adjunct member of the PAC, without vote, for the year following his or her role as Chair.
- c. The PAC shall consist of not less than ten (10) members, nor more than twelve (12) members.
- d. PAC members shall be elected for a one (1) year term, with the possibility of serving a second one (1) year term in the same position. PAC members can serve no more than a total of four (4) years in a single position.
- e. The PAC Chair shall serve one additional year as the Immediate Past Chair without voting privileges.
- f. Quorum. A quorum shall be required for any action of the PAC which requires approval. A quorum shall be a majority (half plus one) of the filled seats.
- g. Meetings of PAC. The PAC shall hold monthly meetings at a time set by the Chair.
- h. Absences. If any member of the PAC is absent from three (3) consecutive meetings of the PAC regularly held, his or her office may, at the option of the PAC, be declared vacant. In such event the PAC shall fill the vacancy under procedures determined by the PAC.

Section 2. Officers:

- a. The officers of the PAC shall be Chair, Vice Chair, Secretary and Treasurer. The officers shall be selected by the Nominating Committee and elected by the PAC. The offices of Secretary and Treasurer may, from time to time at the discretion of the PAC, be consolidated.
- b. The Chair shall preside at all meetings of the PAC and the Executive Committee. He or she shall have oversight of all affairs of the PAC. The Chair shall serve as a member of all committees. The Chair shall vote in any PAC meeting or committee meeting only to break a tie.
- c. The Vice Chair shall serve on the Executive Committee and in the absence or disability of the Chair, the Vice Chair shall perform all the duties and exercise all the powers of the Chair when needed. In the absence or disability of both the Chair and Vice Chair, pro tempore may be elected from the current membership by the PAC who may perform all the duties and exercise all the powers of the Chair.
- d. The Secretary shall keep the minutes of all meetings of the PAC. He or she shall send all notices which are required to be given to the members and shall submit via email. Except as may be herein otherwise provided, he or she shall have charge and custody of all records. The Secretary shall maintain the biographical, nominating and term limit documentation of each PAC member. He or she shall notify, through the Chair, all persons elected to membership immediately after their election and shall perform other duties as the PAC may from time to time direct.
- e. The Treasurer shall supervise the funds of the PAC. The Treasurer will prepare and present a statement of activity at each PAC meeting. He or she shall make certain that committee budgets are adhered. He or she shall perform such other duties relating to the overall financial affairs of the PAC.
- f. The NAME OF CENTER administration will supervise the operation and management of the PAC in accordance with policies established by the PAC and the **NAME OF CENTER**. The **NAME OF CENTER** administration shall insure an annual review of all programming.

Article V COMMITTEES

Section 1. Standing Committees:

There shall be two (2) standing committees, each of which shall report to the PAC, as follows:

- a. The Executive Committee, which shall comprise the chair, the vice chair, secretary and treasurer, the immediate past chair, and the **NAME OF CENTER** Director.

The Executive Committee shall be charged with the duty of actively assisting the Chair in the overall management and operation of the PAC. The Executive Committee shall communicate via email to establish the agenda for the upcoming PAC meeting and to discuss other business as it relates to the overall management and operation of the PAC.

- b. The Nomination Committee, which shall begin in April each year and consist of the selection of a Nomination Chair, the current Chair of the PAC, the Immediate Past Chair, and the **NAME OF CENTER** Director.

The PAC Chair shall request recommendations for member consideration prior to the Nominating Committee's meeting.

The Nominating Committee shall review data on current and past nominations for consideration.

The Nominating Committee shall present a proposed slate of nominees to the PAC at a PAC meeting.

The Nominating Committee will inform the PAC of all acceptances via email. All recommendations are confidential until such notice has been sent.

Section 2. Committee Chairs:

The Committee Chairs are recruited by the Executive Committee mentors. The Committee Chairs may attend PAC meetings. Sub-committee members are not members of the PAC.

Committee chairs shall serve for no more than a two (2) year term.

Note: All committees shall regularly provide a written report to their respective Executive Committee mentor regarding their events/programs, timelines, budgets and activities one week prior to each PAC meeting.

Article VI Finances

Section 1. Fiscal Year:

The budget, statement of activities and end of year financials shall be reported on a fiscal year basis (July 1 – June 30).

Section 2. Expenditure of Funds:

- a. Annual Budget. The annual budget shall be presented to the Executive Committee by the designated Committee Chairs and approved by the PAC no later than September 1st of each year. All budgets must be reviewed by the **NAME OF CENTER** Director..

- b. Designation of Funds. Any funds granted outside of the annual budget shall be presented by the Executive Committee to the **NAME OF CENTER** Director for review and approval. A majority vote is needed from the PAC to approve such funding.

Article VII MISCELLANEOUS

Section 1. Amendment of Policies and Procedures:

The Policies and Procedures may be amended by majority vote of the PAC at a PAC meeting after notice of such revisions have been provided, subject to the approval of the **NAME OF CENTER** Director.

Section 2. Effective Date:

These Policies and Procedures shall be effective as of **DATE**.