

HCPA Handbook 2026–2027



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Thank you for being an HCPA volunteer. You are a vital part of making our community stronger. We appreciate your time and commitment to this very important role.

If you are an HCPA volunteer, please complete this Volunteer Form each year:

[Volunteer Form 2026-2027](#)

1. HCPA Mission Statement

The Havergal College Parent Association (HCPA) maximizes parent engagement, fosters community spirit and supports the school's mission

and strategic direction through social and fundraising initiatives while embodying the school's values of Integrity, Inquiry, Compassion and Courage.

2. HCPA School Guidelines

Motivation for the HCPA

- The HCPA was formed to increase engagement between parents, students, faculty and staff. The school hopes this association provides various opportunities for parents and HC to come together and to share new ideas, experiences and knowledge. To feel supported by the school in maximizing parent relations and to raise funds that support the school's growth and sense of community.

Purpose of HCPA Handbook

Making a Difference: A Practical Handbook for HCPA designed to support you in your role by providing you with:

- knowledge of the purpose, organization, and functions of the HCPA;
- tips, information, and resources that will help you contribute to the success of the HCPA

Definition of Family Engagement

- Family engagement can be defined as a full, equal, and equitable partnership among families, educators, and community partners to promote daughter's learning and development from birth through college and career (Dr. Karen Mapp, 2017).

HCPA Roles Descriptions - Visit [HCPA Resource Library](#)

3. HCPA Overview

Havergal College acknowledges the positive impact of parent engagement on student achievement. Students are supported and inspired to learn in a culture of high expectations in which parents:

- are welcomed, respected, and valued by the school community as partners in their daughter's learning and development;
- have opportunities to be involved, and also a full range of choices about how to be involved, in the educational community to support student success;
- are engaged through ongoing communication and dialogue with other educational partners to support a positive learning environment at home and at school;
- are supported with the information and tools necessary to participate in school life.

HCPA Membership is Defined:

The HCPA is a parent-led committee. The Co-Chairs and members are parents. Each member must be a past or present parent of a student enrolled at HC.

Officers

Co-Chairs: The HCPA will, according to its by-laws, consist of two Co-Chairs. The Co-Chairs of the HCPA are parent members, elected by the parent members of the HCPA. The term of office for the Co-Chairs is two years, and an individual cannot serve more than two consecutive terms as Co-Chair. The Co-Chairs act as spokespersons for the HCPA when providing advice to the school.

HC Manager, Parent Relations

The Manager, Parent Relations along with the HCPA Co-Chairs is responsible for arranging kick-off meetings for all new committee members annually, including providing workbooks training. They will also schedule meetings with the HCPA Co-Chairs and each committee to give context on event history and any event changes. Additionally, they will share all handbook

resources directly with new committee members and create a document for HCPA social media posts, which will be shared with the HCPA Communications Chair. Regular check-ins with committees are part of their responsibilities, and they act as the point of contact if any committee member's commitment or availability to their role changes. The Manager, Parent Relations will step in if communication or vital actions related to events are missed or fail to meet expectations.

Grade Reps

In addition to the role description found in the [HCPA Position Description](#), the following structure and milestones guide the annual cycle of the Grade Representative. To maximize efficiency and parent engagement, teams oversee two primary internal streams, communications and socials.

The communications aspect focuses on managing the grade WhatsApp group, sending monthly reminder texts of key dates, and distributing standardized school updates via email templates. The social event organization involves collaborating with the HCPA Vice-Chair and Manager, Parent Relations to identify, check dates with the school, and execute gatherings. (See Section “Portfolio & Event Descriptions” to read more). It is important to note that these socials are intended for community building and should not be used as fundraising opportunities.

The Grade Rep role begins with the “Welcome Phase” during the late spring and summer. In June and August, Reps work closely with the HCPA Vice-Chair and the Manager, Parent Relations to send welcome emails to incoming families, ensuring a smooth transition before the school year begins.

On an ongoing monthly basis, Grade Reps act as community ambassadors by maintaining a consistent presence at HCPA and school events. They are responsible for sharing standardized updates and sign up sheets via WhatsApp. For all onsite socials, Reps must coordinate logistics (including room bookings, catering requests, and invitations for speakers or prizes) directly through the HCPA Vice-Chair and Manager, Parent Relations. To help us streamline all event planning and to ensure consistency, clear communication we ask that Grade Reps coordinate through the Manager, Parent Relations or HCPA Vice Chair. Please refrain from reaching out to faculty or staff directly, including Heads of School and Chartwells, so we can maintain a single point of contact for all school queries.

* Please note that from the 2026-2027 school year onward, **Grade 12 Reps** are no longer responsible for coordinating Grade 12 Swag; this process is now managed by the Head of Senior School and the Green & Gold shop in direct collaboration with the students.

Communication Protocols

To ensure consistent messaging and respect for school boundaries, HCPA members may not contact students directly. For all event coordination, members must consult with the HCPA Co-Chairs and the Manager, Parent Relations. This internal vetting process ensures continuity and clear expectations for all school-wide initiatives.

Committee Selection

HCPA committee members may be selected by appointment or by election. The selection of committee members and their appointment are subject to HCPA by-laws. The selection of HCPA committee members is to occur prior to May in each school year. The nomination process will be held annually between February-April and organized by the HCPA Co-Chairs.

Terms of Office

The term of office for parent members shall be either one or two years. Parent members are eligible for reselection at the end of the term, provided that the member continues to have a daughter enrolled at the school. The HCPA will develop a process to provide continuity through staggering terms of membership. In its by-laws, the committee will establish the number of one- and two-year terms for members and terms for membership.

Subcommittees

The HCPA may establish subcommittees to make recommendations to it on particular matters or to run specific school events.

Remuneration

No HCPA member will receive remuneration for serving as a member of the committee.

Minutes and Financial Records

The HCPA must keep minutes of all its meetings and records of its financial transactions. The minutes are to be updated in the HCPA workbooks and sent electronically to all relevant personnel, including HCPA Co-Chair and Manager, Parent Relations.

Annual Summary of Activities

One of the ways in which the HCPA demonstrates its accountability is through the annual submission, to the Co-Chairs and Manager, Parent Relations, of a written summary of its activities and a record of how funding was raised to support the activities of the HCPA.

Donations, Sponsorship, and Commercial Neutrality

The HCPA and the School are deeply grateful for the generosity of parent donors who contribute donations such as event prizes, decor, silent auction items or floral arrangements. These donations are vital to the success of our community events.

To maintain the integrity of our school community and ensure fair treatment of all families, the School cannot provide direct or implied endorsements of parent-owned businesses or vendors. This policy ensures that the school environment remains a neutral space free from commercial competition. The School reserves the right to decline a donation if it does not align with the school's values or if the recognition requested is deemed too commercial. Specifically:

- **Promotional Partnerships:** Havergal will not enter into agreements to recommend a specific company or use school-themed graphics to help sell a vendor's products, even if a portion of the proceeds is intended for the school.
- **Brand Alignment:** The School's logos, fonts, colors and intellectual property are reserved strictly for its use and may not be used by external vendors for marketing or sales.

- **Recognition vs. Endorsement:** While donors may be thanked and recognized by name for their generous contributions to an event (e.g., in a program or on a "Thank You" board), this recognition does not constitute a recommendation of their services or products on behalf of the school. For clarity, "Recognition" excludes tagging or "shout-outs" on the School's official social media channels to avoid the appearance of a digital endorsement.

We ask that all HCPA members or Grade Reps respect and abide by the terms above. We appreciate your commitment to Havergal's professional continuity and impartial community standards.

4. HCPA Committee Members-Responsibilities and Expectations

HCPA Meetings and Events

- Attend the 6 HCPA meetings, 1 holiday luncheon and 1 portfolio handoff meeting throughout the year. It is expected that you will make every effort to attend these meetings. Most meetings are 1 hour in length
- You will be given the opportunities to give updates on your portfolio at the meetings throughout the year. If you would like to speak at a meeting please contact the HCPA Co-Chairs at least one week ahead of the upcoming meeting to be included in the agenda.
- Agendas for the HCPA meeting will be available prior to the meeting and will be sent out electronically. Please have it accessible during the meeting.
- Between meetings, all issues and new developments within your portfolio should be brought forward to your HCPA Co-Chairs.

HCPA Event Committees

The HCPA has a large number of responsibilities that may require a substantial time commitment from members. Establishing subcommittees will enable committee members to

divide the workload according to members' interests, expertise, and available time. Having subcommittees also allows the HCPA to draw on the expertise and experience of individuals and groups, and provides an avenue for the HCPA to reach out to and involve others.

HCPA Event Committee Meeting Format

- A clear agenda should be created and shared with all attendees prior to meeting to set clear intentions and best use of time.
- The Chair/Co-Chairs should assign a committee member to take meeting minutes and save them to the workbook after each meeting. Minute keeping is critical as not all relevant personnel will always be available to attend.
- The committee Chair/Co-Chairs should start the meeting by reiterating the objective to all attendees, setting a clear tone and aligning all towards the same goal.
- The Chair/Co-Chairs should then direct questions to relevant personnel.
- The Chair/Co-Chairs should aim to keep everyone on track, be mindful of the duration of explanations/discussions and politely redirect conversations towards the meeting objective when necessary.
- The Chair/Co-Chairs should aim to hear from all participants and conclude the meeting with a brief summary of the discussions, decisions, deadlines and actions to be taken.
- If the meeting is running over the scheduled time it is the Chair/Co-Chairs responsibility to conclude it. Any topics/issues that aren't covered can be allocated to the next meeting or the Chair/Co-Chairs can be contacted directly if urgent.

Additional Tips for Event Committees

- In addition to the monthly update meetings it is recommended that each event committee schedules regular check ins/updates.
- Suggested formats may include a biweekly email to the collective committee members on how specific tasks are developing, biweekly zoom catch up calls or a shared google doc where actions/tasks can be updated regularly.
- If any new information arises all relevant committee members should be updated immediately.
- It is best to avoid leaving all event updates to the monthly check in as this can lead to unnecessary confusion and frustration as committee members might not have the necessary time to process or respond to it effectively. Regular communication and updates throughout the month can help keep everyone informed and prevent misunderstandings.

- It is also recommended to check in regularly with your committee members to ensure they feel supported and/or have the opportunity to voice their concerns.

Finance/Budget Approval Process

- HCPA Treasurer together with the School calculates the HCPA annual budget, event budgets and fundraising goals. The School will provide different fundraising initiatives that the HCPA can participate in and based on that, the HCPA Treasurer will look to build a budget that can contribute funds towards that cause. Each event budget is determined by the Treasurer and School in the beginning of the year and may be tweaked based on different factors such as venue costs etc.
- All HCPA committee members should complete the following steps when managing event budgets/expenses:
 - Get approval from the HCPA Treasurer before purchasing event related items, bulk ordering or signing contracts.
 - Get approval/clarity from the HCPA Treasurer before setting ticket prices and fundraising goals.
 - CC the HCPA Treasurer in all financial related emails.
 - HCPA Treasurer will confirm details with the HC business department (HC Manager of Financial Planning & Analysis), Executive Director of Strategic Enrolment Management and Manager, Parent Relations before granting approval.
- Determine what account the event funds will go to and if squares will be required 1-2 weeks prior to the event. Contact the HCPA Treasurer, HCPA Co-Chairs and Manager, Parent Relations with any questions.
- For any payments/expenses relating to HCPA events please cc the HCPA Treasurer in your emails so budgets can be accurately tracked.
- If your event requires vendors create a clear contract on what they have been promised i.e. tables, linens or lunch. Following this, notify the relevant committee members to organize these details in advance of the event. If unsure who to contact, reach out to the HCPA Co-Chairs or the Manager, Parent Relations.

Budget Tips

To ensure that all events and initiatives are executed smoothly and within the recommended financial framework, the following budget management guidelines should be adhered to by all committees:

- **Adhere to the Approved Budget:** For each event it is important to make every effort to stay within the parameters of the budget to maintain financial balance and allow for equitable support across all committees.
- **Execution of Payments:** To ensure all legal and financial obligations are met, committees must follow a specific workflow for all external vendors and major purchases. First, all contracts, service agreements, or invoices must be shared with the Manager, Parent Relations (cc: Treasurer) for formal school review and approval. Once the School has granted approval and signed the necessary documents, the Manager, Parent Relations will notify the committee. Following this notification, the committee is then responsible for informing both the Treasurer and the Manager, Parent Relations of the specific dates when deposits and full payments must be issued.
- **Regular Financial Updates:** Committees are expected to keep both the Treasurer and the Manager, Parent Relations updated on their financial status regularly. This includes sharing updates on spending, receipts, and any changes to the planned expenditures.
- **Notification of Unexpected Changes:** If there are any unexpected changes to the budget (e.g., price increases, unplanned purchases, or changes in scope), committees must promptly inform both the Treasurer and the Manager, Parent Relations before proceeding. This will allow for proactive discussions and adjustments if possible and where needed.
- **Approval for Individual Purchases:** Any individual purchases exceeding \$500 require prior approval from the Treasurer and the Manager, Parent Relations. This ensures that the expenditure aligns with the overall budget and has the necessary authorization before proceeding.

These guidelines are designed to maintain financial transparency and ensure that resources are used efficiently and responsibly. Committees are encouraged to reach out to the Treasurer or Manager, Parent Relations if any questions or concerns arise throughout the year.

Reporting/Support

- You will be required to maintain an electronic workbook within Google docs for your event/fundraiser. There will be a training session held at the beginning of the school year. If you need more help with this, please contact the HCPA Co-Chairs.
- The electronic workbook will be organized as outlined below. If you are Chairing an event or fundraiser, you will be required to maintain and enhance the workbook.
 - Tab 1 - event description
 - Tab 2 - critical path
 - Tab 3 - communication plan
 - Tab 4 - day of execution details
 - Tab 5- list of volunteers
 - Tab 6 - budget/expense tracking
 - Tab 7 - copies of emails, contracts etc
 - Tab 8 - debrief from prior year - this serves as an excellent planning tool for the next year
- As a member of the committee your role includes being a knowledgeable, engaging and positive ambassador to the school.

The following will assist you in carrying out your role:

- Contribute to building strong connections within Havergal community
- Be a positive and enthusiastic supporter of the school
- Become knowledgeable of school routines, protocols and events
- Support communication between the school and the community
- Provide support for school initiatives and generate excitement around HCPA events
- **Your role does NOT include acting as a channel for families who have specific school related issues or questions.** These issues/questions are best dealt with by parents and the teacher and/or Head of School. Please direct any inquiries of this nature to the appropriate contact at the school or reach out to the HCPA Co-Chairs and they will direct you to the appropriate contact.
- All communication to faculty and staff regarding this role must go through your HCPA Executive Lead, the HCPA Co-Chairs and the HC Manager of Parent Relations representative as applicable.

Attend HCPA and School events. We are placing an increased emphasis on attendance at HCPA and school events throughout the year. As members of the committee, you are expected to support HCPA and school events and encourage parents to attend and support these events.

Contribute to the Parent Community. The HCPA mandate is to increase parent engagement and is accordingly a vital part of your role. In order to best support this mandate you will be expected to:

- Support parent attendance at parent socials, coffee mornings, Parent Pub and other HCPA and school events as required.
- Promote HCPA volunteer opportunities to people who would like to get involved.
- Make an effort to talk to new people at each event to improve community building.

Be well informed. Committee members are a link between the parents and the school community. Committee members are strongly encouraged to:

- Be well informed on Havergal's calendar and events. Please read the Inside Havergal publications, the Friday Message from the Heads of School, Grade Rep emails as well as be familiar with the Havergal Family Handbook.
- Filter any feedback to the HCPA Co-Chairs as appropriate.

Please refer to the [HCPA Resource Library](#) for many helpful supporting documents on:

- General Tips - Minute Keeping
 - Creating Summaries of Activities/Roles
 - The Benefits of Consensus Reaching
 - Member Recruitment & Orientation
 - Expense Report Form
 - Conflict Resolution
- HCPA Position Descriptions
- Grade Rep Text & Email Templates
- Calendar Subscribing - student activities/events

5. HCPA Committee 2026-2027

HAVERGAL COLLEGE PARENT ASSOCIATION 2026-27

EXECUTIVE:	Name	Email
HCPA CO-CHAIR	Alison Markowitz	hcpa.committee@gmail.com
HCPA CO-CHAIR	Leah Li	hcpa.committee@gmail.com
VICE CHAIR	Colleen Sun	hcpavicechair@gmail.com
SECRETARY	Odie Lamptey	secretaryhcpa@gmail.com
HCPA TREASURER	Anna Goncharova	hcpatreasurer@gmail.com
COMMUNICATIONS CHAIR	Jennifer Pearson	hcpacommunication@gmail.com
COMMITTEE MEMBERS:		
Volunteer Coordinator	Steven Rathwell	steven.rathwell@yahoo.ca
Auction Coordinator	Jennifer Ocampo-King	JenniferOcampo.King@tdsecurities.com
Auction Coordinator	Jennifer Mitchell	jennifer@redbricksongs.com
Staff Appreciation Treasurer	Rebecca Fu	yitong.fu@gmail.com
COMMUNICATIONS:		
HOGA Liaison	Julia Pantalone	juliapantalone@yahoo.ca
Past Parent Liaison	Vanessa Ast	vanessa.k.ast@gmail.com
WeChat Liaison	Lilian Wang	lilianwang21@outlook.com
Photographer & Social Media Coordinator	Tania Contardi	tati.contardi@gmail.com
SPECIAL EVENTS:		
Celebration Day		
Celebration Day Volunteer Coordinator	Charlie Smith	csmith@toggleadvisors.com
Celebration Day Food Coordinator	Nav Mander	navjot_mander@yahoo.com
Junior School Grade Breakfasts		
JS Grade 1, 3 and 5 Breakfast Chair	Aylin Elmaagacli	aylin@talesma.com
JS Grade 1, 3 and 5 Breakfast Co-Vice Chair	Linda Li	awjw110@gmail.com

JS Grade 1, 3 and 5 Breakfast Co-Vice Chair	Julia Skliarenko	julia.skliarenko@gmail.com
Parent Pub		
Parent Pub Chair	Emily Liang	keqi5866@gmail.com
Parent Pub Co-Vice Chair	Meaghan Sangha	kinlin.meaghan@gmail.com
Parent Pub Co-Vice Chair	Faria Umar	faria_u@hotmail.com
US Gator Gala		
Gator Gala Chair	Adeola Fowodu-Olatunji	adeola@celebrationevents.ca
Gator Gala Vice-Chair	Maria Puthoff	mariaputhoff@gmail.com
JS A-mazing Race		
A-mazing Race Co-Chair	Hana Ma	felicia_ma@hotmail.com
A-mazing Race Co-Chair	Rachel Zhang	rachel@sansotei.com
A-mazing Race Vice-Chair	Alexis Manias	alexis.g.maniass@gmail.com
Staff Appreciation		
Staff Appreciation Chair	Ashmina Damani	ashmina.damani@gmail.com
Staff Appreciation Vice-Chair	Meredith Giuliani	meregiuliani@hotmail.com
Mom's Night Out		
Mom's Night Out Chair	Grace Zhao	yingdiz2016@gmail.com
Mom's Night Out Vice-Chair	Arti Patel	artinathwani@hotmail.com
Mom's Night Out Vice-Chair	Sherry Zhao	foxzd888@gmail.com
FUNDRAISING:		
HCPA Marketplace		
Marketplace Co-Chair	Isabelle Xuanru Chen	Isabellechen-0987@hotmail.com
Marketplace Co-Chair	Saadia Elahi	saadia22@hotmail.com
Marketplace Vice Chair	Terra Cheng	terracheng@gmail.com
Bake Sale		
JS Bake Sale Chair	Charlene Liang	charlene4125@gmail.com
JS Bake Sale Vice-Chair	Rebecca Marshall	rebeccabamarshall@gmail.com
US Bake Sale Co-Chair	Liz Edge	liz.wilson@rogers.com
US Bake Sale Co-Chair	Mahnaz Hamidzadeh	mhdpt2006@gmail.com
US Bake Sale Vice-Chair	Felicia Leung	felicialeung@rogers.com
Pre-loved Uniforms		
Pre-loved Uniforms Chair	Stefanie Holland	Stefanieaholland@gmail.com
Pre-loved Uniforms Vice-Chair	Renu Gupta	renugupta555@hotmail.com

Used Textbooks		
Used Textbooks Co-Chair	Ada Yip	adacheng1000@gmail.com
Used Textbooks Co-Chair	Maggie Lo	gm_lo@hotmail.com
Boarding		
Boarding Parent Coordinator	Sile Ogunlaja	sileolao@gmail.com

HCPA 2026-27 GRADE REP LIST		
GRADE	NAME	EMAIL
JK	Natalie Wolfers	natalie.hwt@gmail.com
JK	Sonya Jain	jain.sonya@gmail.com
SK	Rebecca Marshall	rebeccabamarshall@gmail.com
SK	Natalie Warner	natalieawarner@icloud.com
Grade 1	Linda li	awjw110@gmail.com
Grade 1	Chelsea Smith	chelsea.alex.smith@gmail.com
Grade 2	Rebecca Fu	yitong.fu@gmail.com
Grade 2	Natalie Warner	natalieawarner@icloud.com
Grade 3	Meredith Giuliani	meregiuliani@hotmail.com
Grade 3	Allison Jelley	allisonjelley@gmail.com
Grade 4	Janet Katsiris	janetkatsiris@gmail.com
Grade 4	Saman Ullmann	samanullmann@gmail.com
Grade 5	Christin Carmichael Greb	ckwgreb@gmail.com
Grade 5	Tasha Thalassinios	tasiathalas@hotmail.com
Grade 5	Michael Thalassinios	Michaelthalas1@gmail.com
Grade 6	Caterina Tantalo	Caterina.tantalo@gmail.com
Grade 6	Tania Kumar	taniatkumar@gmail.com
Grade 7	Cindy Hu	dongxinhu@Gmail.com
Grade 7	Jenny Lee	cvmlin3@gmail.com
Grade 8	Dave Cadeau	cadeaumedia@rogers.com
Grade 8		
Grade 9	Leslieann McLean-Bruno	hcmom2030lamb@gmail.com
Grade 9	Tammy Neal	tammy.neal@rogers.com
Grade 10	Maggie Lo	gm_lo@hotmail.com
Grade 10	Colleen Sun	hce.sun@gmail.com

HCPA 2026-27 GRADE REP LIST		
GRADE	NAME	EMAIL
Grade 11	Angel Kuang	ceo@inspirationfranchise.ca
Grade 11	Zubina Mawji Dahya	zubina5@yahoo.com
Grade 12	Maria Dorado	doradosmithmaria@gmail.com
Grade 12	Catharine Bertram	catharine.bertram@gmail.com

6. HCPA Important Dates 2026-2027

(Please note that all the School event dates are not included. Please check veracross to get a complete listing of School event dates)

HAVERGAL COLLEGE PARENT ASSOCIATION EVENTS AND MEETING DATES 2026-2027				
Description	2026-2027 Date	Start Time	End Time	Location
Pre-Loved Uniform & Marketplace Sale	26-Aug-2026	11:00 AM	2:00 PM	BRH
Boarding Parents Coffee Morning	08-Sep-2026	11:30 AM	1:00 PM	EK Library
HCPA Executive Meeting	9-Sep-2026	9:30 AM	11:30 AM	JS Dining Room
HCPA General Meeting	16-Sep-2026	8:45 AM	10:45 AM	JS Dining Room
Pre-Loved Uniform Sale (Celebration Day)	25-Sep-2026	3:30 PM	6:30 PM	EK Library
Celebration Day & Friday Night Lights	25-Sep-2026	3:30 PM	8:30 PM	Whole School
HCPA General Meeting	14-Oct-2026	8:45 AM	10:45 AM	JS Dining Room
JS Coffee Morning	19-Oct-2026	8:00 AM	9:30 AM	JS Dining Hall
Used Textbook Intake	21-Oct-2026	8:00 AM	11:30 AM	EK Library
JS Bake Sale	23-Oct-2026	12:30 PM	2:00 PM	Gator Care Room
US Bake Sale	23-Oct-2026	8:00 AM	4:30 PM	EK Library
Grade 7 Coffee Morning	26-Oct-2026	8:00 AM	9:30 AM	EK Library
Grade 9 Coffee Morning	28-Oct-2026	8:00 AM	9:30 AM	EK Library
Gr 5 Breakfast	3-Nov-2026	7:15 AM	8:30 AM	JS Dining Room
HCPA General Meeting	11-Nov-2026	8:45 AM	10:45 AM	JS Dining Room
Gr 1 Breakfast	24-Nov-2026	7:15 AM	8:30 AM	JS Dining Room
Parent Pub	19-Nov-2026	7:00 PM	10:00 PM	Offsite
HCPA Executive Meeting	25-Nov-2026	9:00 AM	11:00 AM	Online

HAVERGAL COLLEGE PARENT ASSOCIATION EVENTS AND MEETING DATES 2026-2027

Description	2026-2027 Date	Start Time	End Time	Location
HCPA Holiday Luncheon	03-Dec-2026	12:00 PM	2:00 PM	Zubina's House
Gr 3 Breakfast	8-Dec-2026	7:15 AM	8:30 AM	JS Dining Room
HCPA General Meeting	13-Jan-2027	9:00 AM	11:00 AM	JS Dining Room
Grouped Evening Socials Option 1	14-Jan-2027	7:00 PM	9:00 PM	EK Library
Grouped Evening Socials Option 2 JS Only	21-Jan-2027	7:00 PM	9:00 PM	EK Library/JS Dining Room
Grouped Evening Socials Option 3	28-Jan-2027	7:00 PM	9:00 PM	EK Library/JS Dining Room
Pre-Loved Uniform & Marketplace Sale	03-Feb-2027	2:30 PM	5:00 PM	JS Learning Hub Hallway
Grouped Evening Socials Option 4 JS Only	04-Feb-2027	7:00 PM	9:00 PM	EK Library
HCPA Executive Meeting	17-Feb-2027	9:00 AM	11:00 AM	Online
Grouped Evening Socials Option 5	18-Feb-2027	7:00 PM	9:00 PM	EK Library
HCPA General Meeting	24-Feb-2027	8:45 AM	10:45 AM	JS Dining Room
Grouped Evening Socials Option 6	25-Feb-2027	7:00 PM	9:00 PM	EK Library
US Gator Gala	03-April-2027	6:00 PM	11:30 PM	Parkview
HCPA Executive Meeting	14-Apr-2027	9:00 AM	11:00 AM	Online
US Spring Bake Sale	19-Apr-2027	8:00 AM	4:30 PM	EK Library
JS Spring Bake Sale	19-Apr-2027	12:30 PM	2:00 PM	Gator Care Room
Pre-Loved Uniform & Marketplace Sale	22-Apr-2027	2:30 PM	5:00 PM	JS Learning Hub
HCPA General Meeting	28-Apr-2027	8:45 AM	10:45 AM	JS Dining Room
JS A-mazing Race	30-May-2027	11:00 AM	3:00 PM	HC
HCPA Executive Meeting	12-May-2027	9:00 AM	11:00 AM	JS Dining Room
HCPA Portfolio Handoff Meeting	19-May-2027	8:45 AM	10:45 AM	JS Dining Room
Staff/Faculty Appreciation Ivy Pub	19-May-2026	3:30 PM	5:30 PM	TC
Moms' Night Out	27-May-2027	7:00 PM	10:00 PM	TBD
Volunteer Appreciation Reception/Gold Star	03-June-2027	6:30 PM	8:00 PM	Temerty Commons
Used Textbook & Uniform Intake	9-June-2027	8:00 AM	11:30 AM	EK Library

7. HCPA Committee Meeting Dates

1. September 16, 2026 - 8:45 - 10:45am @JS Dining Room
2. October 14, 2026 - 8:45 - 10:45am @JS Dining Room
3. November 11, 2026 - 8:45 to 10:45am @ JS Dining Room
4. December 03, 2026 (Holiday Luncheon) - Zubinas's House
5. January 13, 2027 - 8:45 - 10:45am @JS Dining Room
6. February 24, 2027 - 8:45 - 10:45am @JS Dining Room
7. April 28, 2027 - 8:45 - 10:45am @JS Dining Room
8. May 19, 2027 - 8:45 - 10:45am (Portfolio handoff meeting)
- JS Dining Room

8. Portfolio and Event Descriptions

Celebration Day

Purpose: Fundraising For Community Partners & Community Building

Open to: Students, Present & Past Parents, Alumni, Families, Community

Usually held in late September or early October, Celebration Day is a much anticipated school-wide event planned and executed by the School in partnership with the HCPA and students. The purpose of the event is to raise funds for our community partners and to bring all members of the school community together for a fun-filled day. The role of the Celebration Day team is to work closely with the School to ensure there are enough parent volunteers to help both before and during the event in a variety of capacities. The Chair and Vice help organize volunteers, manage ticket sales and work with the Auction Chair to help solicit donations and support the execution of the event. It's a wonderful opportunity for community engagement.

The Bazaar began during WWII as students and administrators wanted to contribute to the war efforts and make a difference. The event moved from handmade crafts and wool socks to an event that involved each grade giving back to the community in a variety of ways, including performances, crafts, sewing projects, baking etc that were showcased on a Wednesday afternoon in late November. Celebration Day was separate from the Bazaar and was a celebration of the Havergal community. In the 90s, to give more of a connection to our House system, which was not thriving, the decision was made to incorporate House into Celebration Day, allowing students from JK - 12 to be connected in a shared activity. It was in the late 90s after a parent (Hugh Rennie) suggested that there needed to be a way to engage parents that it was moved to a Saturday, with activities such as a walk-athon, mother/daughter tennis etc were introduced. Funds raised at the time went to United Way and it was combined with a magazine drive. The event, titled Celebration Day, was created to celebrate our mission, to support our students in learning about the importance of giving of their time and talents to others and making a difference within their community beyond the ivy.

Throughout the 2000s, with the Bazaar and Celebration combined, more activities were added as well as more commercialized events such as the silent auction, inflatables and food trucks. The decision was made to shift our fundraising from the United Way to directly supporting Havergal's Community Partners in 2009 as these partnerships were being developed and we identified that we were able to support the work of the Forum for Change and our partnerships more directly.

In late 2019 the decision was made to stop Celebration Day and move reunion weekend to May, focusing solely on the OG/Alum experience. The pandemic put all plans on hold and with a change in the administration in May 2022, the decision was made to reinstate Celebration Day.

What has remained consistent and important about the Bazaar/Celebration Day has been the focus on putting our mission into action and the focus on community building.

Parent Pub

Purpose: Community Building

Open to: Current Parents

Parent Pub (established in 2025) is an event which has been designed as a takeover event for the previous school event “Ivy Market”. This event is a ticketed parent-only event that focuses on community connection for the HC community. It is a community building event to help kickoff the holiday season and will incorporate a new theme, entertainment and activity each year. This event is for parents to come together. It will be hosted at the School on the second last Thursday of November each year.

JS Grade 1, 3 and 5 Breakfasts

Purpose: Community Building

Open to: One parent per student (Due to capacity)

These breakfasts are for students and one parent in Grades 1, 3 and 5. Held in the Junior School, these events include a yummy breakfast, good conversation, photo and video slideshows and an energetic activity or meaningful craft. In the past, participants have been encouraged to come in their pajamas.

US Gator Gala

Purpose: Fundraising & Community Building

Open to: One parent per student in US

The Gator Gala is a school-wide event for Upper School students and one parent that the student chooses to bring. This beloved fundraising and community building event is held at an off-site venue each year. One parent and their daughter enjoy a delicious dinner and a night of dancing. There is a line-up of fun entertainment and activities, including a silent auction. This event is not to be missed and is typically a highlight of the year for all of the students.

Moms’ Night Out

Purpose: Community Building

Usually held in early spring, this fun event is held at an off-site venue for mothers across the Junior, Middle and Senior Schools. It provides an opportunity to mingle with fellow Havergal mothers and enjoy some drinks and nibbles in a fun and relaxed setting.

JS A-mazing Race

Purpose: Community Building

Game participation: One parent per student

Usually held in early spring, this exciting event takes place at the Upper School and brings together JK-Grade 6 students and one parent for a series of games. Structured as an “A-mazing Race”, each student and their parent participate with their school House to compete in a series of head-to-head challenges. These challenges are designed to be inclusive of all ages and are followed by a celebration with food and music.

Staff Appreciation

Purpose: Community

Staff appreciation events bring together Havergal parents to demonstrate to Havergal teachers and staff how much we appreciate everything that they do for our daughters. In the spring, teachers and staff are treated to a day of delicious food and drinks, and are entered into a draw for exciting items/experiences. As well, every faculty/staff member receives a small gift from the HCPA on behalf of parents. Voluntary contributions are collected at the beginning of the school year.

Bake Sale

Purpose: Fundraising

Open to: Present & past parents, students, alumni, staff, community

These events are held for the students at both Junior and Upper Schools. Parents generously donate homemade or store-bought baked goods for sale. Great care is taken to ensure that items are allergen aware. Havergal parent volunteers help out on the day of the Bake Sale – it's a fun and delicious event!

Used Textbooks

Purpose: Fundraising

Donate used textbooks to the HCPA, collection usually held in the fall and at the end of the school year. Textbooks can be dropped off at the Upper School, all proceeds from the sale of your books will go towards supporting the HCPA. Parents can also choose to return textbooks for payment (debit, credit or store credit) directly to Batner Bookstore (180 Steeles Ave. W., Unit 4).

HCPA Marketplace

Purpose: Fundraising

Throughout the year, the HCPA offers some wonderful spirit wear and gift items for sale. These items do not constitute part of the official Havergal uniform but can be worn to and from school and allow students to demonstrate pride in their school. Past spirit wear items have included Lazypants sweatpants, puffer jackets & vests and plaid PJ bottoms. [Online marketplace](#) items include gift items in anticipation of the holidays, HC Photo frames, HC Yeti cups, HC baseball hats and HC lazypants.

Pre-loved Uniforms

Purpose: Fundraising

Havergal collects used uniforms in both the Junior and Upper School. Used uniforms are then sold at various times throughout the school year, including in the early fall and in the spring near Earth week. Volunteers play a pivotal role in collecting, organizing and selling these items.

Grade Socials

Purpose: Community

Grade socials are a great opportunity for parents to connect, build relationships, and strengthen the sense of community within the school. These events are typically organized by Grade Reps, providing a relaxed, informal setting for parents to meet and engage with one another. Grade socials can include multiple grades, take place either on campus, with specific dates and locations listed annually on HC's calendar, or at off-site venues.

Off-site event dates must be confirmed with HC (Manager, Parent Relations) to avoid school scheduling conflicts. Please note that off-site events cannot be held at private clubs. Our goal is for all school events to be welcoming, inclusive, and accessible to every family in our community. To support this, HCPA events and socials should not be held at private clubs. By choosing local restaurants, community venues, or family-owned spaces instead, we help strengthen our connections within the community and support small businesses that contribute to the vibrancy of our area.

For all grade social events, it is important that every parent of the respective grade is warmly invited to attend. For evening socials held at private residences a Liquor or Special Occasion License is **not** required. For more information follow this [link](#).

For evening grade socials held on campus, we recommend organizing the groups as follows: JK-Grade 3, Grade 4-6, Grade 7-8, Grade 9-10, and Grade 11-12. However, please note that these groupings are flexible and can be adjusted as needed.

9. HCPA Communications

The HCPA Communications Chair is a resource to all HCPA Committee Members and Coordinators who require marketing materials to promote their events and activities. The Communications Chair acts as the liaison between the HCPA and Havergal College for the production of marketing materials and to obtain required approvals. Event Communications Coordinators will work closely with the Communications Chair on content for Grade Rep emails, HCPA Parent Portal, *Inside Havergal* and Havergal Social Media platforms.

HCPA Communications Chair (2026/27) Jennifer Pearson

Email: hcpacommunication@gmail.com

For each HCPA event, the Communications Chair will create a communications plan with the Event or Fundraising Chairs for how to best communicate with HCPA families, and a timeline for this communication.

Communications Vehicles:

The following describes the communication vehicles available to all HCPA Committee Members and Coordinators:

HCPA News You Can Use:

- A monthly email will be created jointly by the HCPA Co-Chairs and Communications Chair. These monthly emails will showcase upcoming HCPA events and initiatives. Links will allow for registration to events or purchasing.
- This monthly email will be sent to all families the **first Wednesday of every month** from September to June.
- Content is required at least **1 ½ weeks in advance** for the required approval process. Please submit directly to the Communications Chair.

Inside Havergal:

- This school publication is circulated via email on the **last Tuesday of every month** to all Havergal College families from September to May. In each edition of Inside Havergal, there is a section allocated to the HCPA. This is used to highlight upcoming events and fundraisers.
- Event details previously provided will be used to create a promotional paragraph for this publication. Please forward any additional details that you wish to be included to the Communications Chair.
- Submission Deadline is **2 weeks** prior to publication.

Gator Gazette

- HCPA Past Parent Liaison sends 3 short, warm and informative messages per year to the broader Havergal community, focused on connection and engagement around key school events.
- These messages can accompany the "Inside Havergal" updates or serve as a stand-alone message.
- Recommended message timelines - September, November and April/May.

Parent Portal/HCPA Pages:

- The HCPA Parent Portal is a very useful tool for parents seeking HCPA info.
- Info for each event will be posted on the Events Page on the Portal approximately 1 month before the event.
- All requests to post something or update the Portal must go through the HCPA Communications Chair and Manager, Parent Relations.
- You can subscribe to calendars for your daughter's specific activities to help in planning/organizing.

Invitations:

- If required, an invitation/ticket will be created for your event and sent out through Veracross.
- The Havergal Manager, Parent Relations will manage this process with your input. All required information for invitations and ticketing is needed at least **6 weeks** in advance if the event is in person and **4 weeks** if virtual.

Poster Boards (Sandwich, Easel, and Electronic Boards):

- To be created only on an as needed basis. The US and JS both have Poster Boards to be placed outside in the circular driveways to draw added attention to certain HCPA events.
- Printing of flyers is not encouraged, as electronic communication of events is the primary vehicle for communication.
- When applicable, electronic boards inside school buildings may be utilized to announce events.
- The Events Chairs must contact the Communications Chair **3-4 weeks** in advance of the event, if they wish for an HCPA event to be highlighted by the Poster Board.
- Recommended use of the Poster Boards is in the week prior to the event.

Social Media:

Havergal's Social Media (SM) accounts include Facebook, Instagram, and Bluesky.

The Communications Chair will work with the Havergal Communications Team to highlight your event. In addition, the HCPA Social Media Coordinator can be available to take photos of your event/fundraiser.

If you would like to promote your event on SM channels, consider the following:

- You will have the opportunity to use SM to promote your event/fundraiser 2-3 times
- Provide the Communications Chair one or two sentences that summarize your event for HC Comms Team to use on SM.
- Coordinate with the Social Media Coordinator to send the Communications Chair original size photos with high resolution videos you would like to use for this purpose. Photos with Havergal students garner more attention for your posts.
- Understand that posting on the various channels can happen as often as once or twice a day around the dates of the event and that HC may be posting their own events as well. Planning for SM posts in advance is key.
- Send the Communications Chair a heads-up if you expect to send photos from an upcoming event so the HC Communications Team knows to look for photos from you to post in real-time (weekends maybe possible with advance notice).
- If there's something that absolutely has to be promoted through the SM channels, let the Communications Chair know at least **one week in advance**.

Communications Timelines:

To assist in the production of marketing materials, the HCPA Co-Chairs and/or your HCPA Executive team lead will meet with each HCPA Event/Fundraising Coordinator **6-8 weeks** prior

to the event date to determine and schedule promotion of the event. A Communications Plan will be provided to you separately.

Communications Checklist for each Event Portfolio:

USE THIS CHECKLIST TO REVIEW YOUR DOCUMENT PRIOR TO SENDING IT TO THE COMMUNICATIONS CHAIR:

- ☐ WHO is the audience?
- ☐ WHEN and WHERE is the event?
- ☐ WHY is the event happening?
- ☐ WHAT is the call to action?
- ☐ Tell the audience HOW to reach you – provide contact names and email addresses
- ☐ WHAT is the ticket price and invitation details (if applicable)
- ☐ WHEN and WHICH channels do you hope to use to communicate? **(List your target audience & preferred communications platforms)**
- ☐ How frequently should this message be delivered? Are there any dates to aim for? Any dates to avoid?
- ☐ Target dates for Communication Channels (GR email, Inside Havergal, Invitations)

Email Etiquette and Communication Channel Guidelines

Purpose:

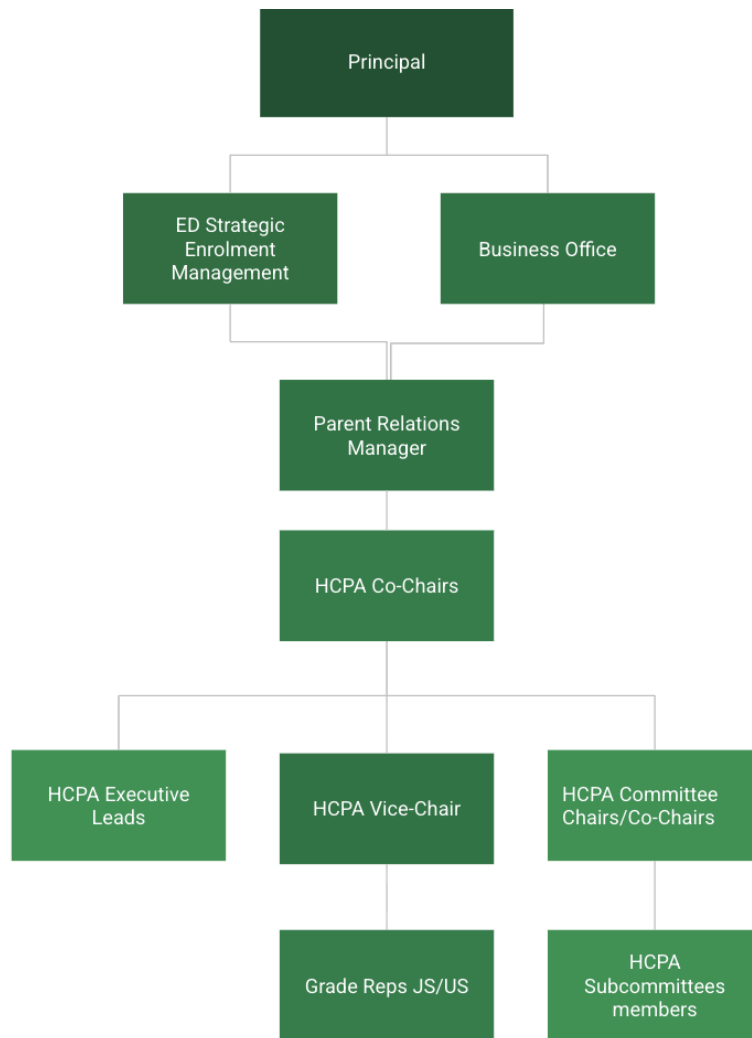
1. Reduce the number of emails by using Google Docs for written discussion and Doodle Poll to survey or set up a meeting request with a larger group.
2. Differentiate between being an HCPA member and a parent (when to use your HCPA title and when not to use it)
3. Review Communication Channel Chart for HCPA members (see chart below).

Guidelines:

- **Doodle Poll:** Consider using doodle.com (or similar app) to book a meeting with your team or survey your team on a topic (for example: theme of FDD or food preferences at the Bake Sale). If required, include your HCPA Executive team lead, HCPA Co-Chairs, ED Strategic Enrolment Management and Manager, Parent Relations. Once your meeting is

confirmed, email the group with a Google meeting request confirming the agreed upon time and date (include hcpa.committee@gmail.com for the HCPA Co-Chairs).

- **Google Docs for discussions:** If your discussion on a certain topic requires multiple emails back and forth, we suggest using a Google document where the discussion chain can be tracked or a Zoom Meeting. Once you come to a decision, then loop in the HCPA Co-Chairs, Executive Lead and/or Manager, Parent Relations for their review and approval. If you need a specific question answered relating to the school, email the Manager of Parent Relations directly.
- **Think twice before hitting 'reply all':** Ask yourself if everyone on the email list needs to read this? Refrain from hitting "reply all" unless you really think everyone on the list needs to receive the email.
- **When to use your HCPA title:** We are a large team of almost 50 people. When you communicate with the team members about matters pertaining to HCPA activities/fundraisers you are responsible for, kindly use your HCPA title in the signature line.
- **When not to use your HCPA title:** Do you have questions about a school related topic such as curriculum, guidance, etc. and you need to reach out to an HC faculty or staff? Are you reaching out to inquire about a matter relating to your daughter? As a parent, we have the privilege of communicating directly with staff and faculty. Please do not use your HCPA title or discuss any HCPA matters directly with faculty and staff.
- **Communication Channel Chart**



Whatsapp Etiquette

HCPA Guidelines for WhatsApp Chat Rooms

To help with communication between parents in the grade, we have created a WhatsApp chat group. This group will be used for informal communications with families from our grade only. The WhatsApp platform is an efficient way to quickly answer simple questions parents might have and to put everyone in touch. It's an opt-in, voluntary initiative, so please join if you would like to, but it is not an official

communication channel from the school so you won't be missing key school messages by opting out."

Here are some guidelines that we would like to highlight regarding the use of the WhatsApp groups:

1. First, the WhatsApp chats should only be used for quick, informal information exchanges, such as specific questions regarding school life, etc. Discussions or questions of a more substantive nature should be conducted through more formal, traditional channels such as email or telephone conversations directly with the appropriate Havergal employee.
2. Secondly, even though WhatsApp is designed for informal communications, it is very important that all messages maintain a respectful and collegial tone. Participants should avoid profanity or criticism of the school's policies or protocols. Our goal is to foster a convenient and productive channel of communication that will support families as they navigate the school year.
3. Occasionally the HCPA will ask the Grade Reps to send out links for volunteers to sign up for events or send out information regarding upcoming HCPA events.
4. The WhatsApp chat is NOT to be used to advertise your personal business or to be used for any personal gain.

Communication with Students

To maintain a safe, respectful, and consistent environment for all HC students, we kindly ask that parents do not contact students directly for any reason, including making requests and sharing information. If you receive a request from a student or would like to make a request, please direct all communication through the appropriate channels:

- HCPA Co-Chairs
- Parent Relations Manager

They will ensure all communications are handled in alignment with school policies and the best interests of the students involved.

10. HCPA Terms of Reference and Code of Conduct

The HCPA Terms of Reference states:

Working closely with the Executive Director of Strategic Enrolment Management & Manager of Parent Relations, HCPA achieves its mandate by:

1. Being knowledgeable and supportive ambassadors for Havergal College
2. Engaging the parent community in the extra-curricular life of the school
3. Planning, executing and supporting community-wide related activities
4. Fostering and maximizing a positive spirit and goodwill in all relationships within and beyond the Havergal Community
5. Communicating important school information through the parent network
6. Providing financial support to the school through its fundraising initiatives

Authority

HCPA is an auxiliary organization of the School and will be subject to the direction of the Principal and/or their delegate. HCPA's Executive Committee will consult with school administration to ensure that the nature of its activities and the manner and timing of its contributions are consistent with the school's educational purpose and financial needs. HCPA shall be non-sectarian and nonpartisan and it shall not seek to direct the administrative activities of the school nor shall it seek to control its policies.

Vendors

It is our preference to discourage the use of current Havergal families as vendors (excluding Celebration Day). If extenuating circumstances exist, and it is deemed desirable to consider an existing Havergal family vendor, then 3 quotes are required before a final

decision is made by the HCPA Executive team.

Code of Conduct

The HCPA Code of Conduct is aligned with the Havergal College Code of Conduct which sets out school-wide standards of behaviour which apply to all members of the Havergal community.

The HCPA Code of Conduct is based on underlying principles that promote respect, civility, responsibility and integrity in a safe and secure environment defined by the highest standards of personal behaviour and accountability. A positive climate exists when all members of the community feel safe, comfortable and accepted. Members of the HCPA volunteer community automatically assume the obligation to comply with the provisions of the Havergal Code of Conduct. Central to the Code of Conduct is the understanding that each member will follow these standards of behaviour.

Respect:

- Demonstrate honesty and integrity.
- Respect the needs, rights and boundaries of others.
- Respect differences in people, their ideas and their opinions and not force one's own opinions on another.
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age or disability.
- Treat one another with dignity and respect at all times, especially when there is disagreement.
- Show proper care and regard for school property and the property of others.
- Respect the decisions of the officials and administrators.

Civility:

- Work considerately with one another through open and positive dialogue.
- Be courteous and polite to one another.
- Avoid giving offence.
- Support and encourage one another.
- Do not allow frustrations to negatively impact relationships and morale.
- Do not gossip, create unnecessary controversy or be exclusionary.

- Take proper steps to help those in need.

Responsibility:

- Take responsibility for one's decisions and actions.
- Honour your commitment to the school.
- Be a positive ambassador of the school and of the HCPA as such, support group decisions.
- Maintain confidentiality and be very respectful of the HCPA access you may have with school staff.

Safety:

- Uphold healthy, safe and welcoming environments and procedures.
- Zero tolerance for any form of abuse, bullying, harassment, discrimination or victimisation towards others.
- Prevent and report dangerous behaviour, words and actions.

HCPA Property:

Work(s) produced by volunteers for the HCPA are the property of the HCPA. These includes but not limited to the following examples;

- Articles and blog posts
- Images, photographs and logos
- Videos
- Business plans and research papers
- Tables and graphs based on research
- Other types of original content

HCPA Expense Reimbursement Process

There are three types of expense claims:

1. Claims made by Grade Reps ie. parent social expenses, winter/spring coffee morning expenses.

2. Claims made by Committee volunteers ie. Gator Gala, JS Amazing Race, Staff Appreciation, etc.
3. Claims made by Committee Chairs

Please note that the school prohibits any alcohol expenses. Also any expenses that are gifts must be approved by the HCPA Co-Chairs.

If you have any questions please contact Anna Goncharova (HCPA Treasurer 2026-27)
hcpatreasurer@gmail.com.

For ALL types of expenses:

- **Please get pre-approval from your HCPA Executive Lead for any expenditures so that they can get approval from the school. Please note, all committee expenses and vendor contracts must be pre-approved before spending occurs.**
- Download the Expense Report Form below and save a copy on your computer. Please do not enter information into the original expense template.
- Scan or take pictures of all receipts. The picture/scan must be clear and legible. Please note that physical receipts are not necessary.
- The receipt submitted must be itemized showing a breakdown of what was purchased and the tax breakdown. HST amount and number must be clearly indicated on the invoice. **Submitting a credit card receipt for this is not sufficient.**
- Proof of payment must also be submitted (this could be a visa slip, or screenshot of visa statement or bank statement item).
- Expenses without detailed receipts and proof of payment will not be reimbursed.
- Requests for reimbursement submitted by 4pm on Wednesday will be included in the end of week payment run. Requests received after Wednesday will be processed the following week.
- Payments are only remitted via Electronic Funds Transfer directly to your bank account.
- Finally, please keep a copy of all the expense information that gets submitted on your own computer.

1. Reimbursement process for: Claims made by Grade Reps

- Please fill out the Expense Report Form by following the instructions below and send that along with your receipts to the HCPA Treasurer. Grade Rep should keep a copy of what gets submitted for safekeeping.
- Grade Rep can request access to the **“Expense report control sheet”**. This sheet tracks the expense reports. Please email the Treasurer when you want access.
- To check if payment has been made, please go to the Expense report control sheet where the payment date will be indicated. Complete this step before emailing the Treasurer. If there is a payment date, then the reimbursement has been processed.

2. Reimbursement process for: Claims made by Committee Volunteers

- Please fill out an Expense Report Form (see HCPA Expense Report Form below) and once complete, send it to your Committee Chair for approval. Remember, do not enter information into the original Expense Report Form but download the form and save a copy to your computer. Also, retain copies of everything you submit for safekeeping. Your Committee Chair will email the HCPA Treasurer your Expense Report Form and all the supporting receipts and documents. Thereafter, the HCPA Treasurer will submit it for processing.
- Committee Chairs can request access to the **“Expense report control sheet”**. This sheet tracks the expense reports. Please email the Treasurer when you want access.
- To check if payment has been made, please review the Expense report control sheet where the payment date will be indicated. Complete this step before emailing the Treasurer. If there is a payment date, then the reimbursement has been processed.

3. Reimbursement process for: Claims made by Committee Chairs

- Please fill out an Expense Report Form (see HCPA Expense Report Form below) and once complete, send it to your HCPA Executive Lead for approval. Remember, do not enter information into the original Expense Report Form but download the form and save a copy on your computer. Also, retain copies of everything you submit for safekeeping. Once your Expense Report Form is approved, your HCPA Executive Lead will then upload your Expense Report Form with copies of all the receipts on the shared finance drive.
- Executive leads will email the HCPA Treasurer your Expense Report Form and all the supporting receipts and documents. Thereafter, the HCPA Treasurer will submit it for processing.

- Executive leads can request access to the “**Expense report control sheet**”. This sheet tracks the expense reports. Please email the Treasurer when you want access.
- To check if payment has been made, please review the Expense report control sheet where the payment date will be indicated. Complete this step before emailing the Treasurer. If there is a payment date, then the reimbursement has been processed.

HCPA Expense Report Form

The link to the Expense Report Form can be found here: [2026-27 Expense Report Form](#). Please download and save a copy of the form before filling it out (do not use the original form). Please expect 10-15 days for reimbursement processing.



PAYMENT REQUISITION FORM

For new payees, please include a void cheque.

All supporting invoices and receipts must be attached and submitted by 4 pm on Wednesday.

Reimbursement is only in CAD and is scheduled every Friday via Electronic Fund Transfer.

REQUESTOR DETAILS	
Date:	
Requested By:	
Department:	Whole School ▼
Professional Development ¹ :	☐ Yes ☐ No

PAYEE DETAILS			
Payable To:			
Payable Category:	☐ Third Party Vendor	☒ Employee	☐ Other

GL Account #	Pre-Tax Amount	HST	Total	Description
TOTAL:				

Approved by (Print Name):	
Approver's Signature:	
Date Approved:	

¹If this is for Professional Development (PD), please also provide proof of attendance/successful completion of training.

To complete an Expense Report Form please fill in the following information:

Date: Please fill in the day you are submitting your expense.

Requested By: Fill in your name.

Department: Type in "Whole School".

Professional Development: Select "No".

Payable To: The name of the individual who is to be reimbursed.

Payable Category: Select "Other".

Address/City/Prov: Fill in your address.

GL Account #: Please leave it blank - HCPA Treasurer to fill in.

Pre-Tax Amount: Please fill in manually. The subtotal before any taxes are added.

HST: Please fill in manually. Relates to the taxes found on the invoice/receipt.

Total: The final total to include the Pre-Tax Amount and HST.

Description: The event or the reason why the expenses are being incurred.

Approved by / Approver's Signature / Date Approved: Please leave blank. This will be filled in by the HCPA Treasurer.

Please make sure all columns are added properly. Any inaccuracies may cause a delay to the reimbursement processing time.

HCPA By-Laws

Appointment Procedures

1. When there is a vacancy at the beginning of a school year, the HCPA will be asked to name a/X parent representative(s) as a member/members of the HCPA. The term of the HCPA parent member(s) so appointed will be one or two years.
2. Parent members entering the second year of a two-year appointment will be affirmed.

Election Procedures

1. Elections of committee members shall occur prior to May each school year.
2. Each parent seeking election must be self-nominated, and must have a daughter enrolled at Havergal (Not applicable to past parent liaison or HOGA liaison roles).
3. The HCPA Co-Chairs and Vice Chair and Executive Leads, with the Manager of Parent Relations, will create and run the election process, gather nominations, and support the election process.
4. The election subcommittee shall:

- provide nomination forms;
- provide advice to the school concerning the advertisement of vacancies;
- notify HCPA members of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
- help the HCPA Co-Chairs notify all candidates of the results.

5. Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the HCPA and Manager of Parent Relations for use in the event that a vacancy on the HCPA occurs later during the school year. In the event of such an occurrence, the individual on the list who has the most votes and who is willing to serve as a HCPA member shall fill the vacancy.

6. All other information related to the election shall be kept confidential.

7. All individuals standing for election shall be notified of the results before the results are released.

Filling Vacancies

If any HCPA member position becomes vacant because of resignation, inability of a member to fulfil their roles and responsibilities, or other cause, the HCPA Co-Chairs and Manager of Parent Relations shall select an alternative member to fill the vacancy. The HCPA shall appoint this individual to the vacant HCPA position for the remainder of the term held by the member vacating the position.

HCPA Co-Chairs:

The HCPA will have two Co-Chairs, each elected by the parent members of the HCPA for a two-year term. To promote continuity, terms shall be staggered such that one of the two positions is open at the beginning of each school year. Only a parent member who is beginning a two-year term is eligible to stand for the position of Co-Chair. An individual cannot serve more than two consecutive terms in this office.

Conflict of Interest

1. A conflict of interest may be actual, potential, or perceived.
2. A member of the HCPA shall declare a conflict of interest in matters where their friends, members of their family, or business entities in which they may have an interest, could possibly benefit (either directly or indirectly) from decisions of the HCPA.
3. A member shall exclude themselves from discussions in which:
 - the member's ability to carry out their duties and responsibilities as a member of the HCPA may be jeopardized, or seen to be jeopardized, as a result of their personal or pecuniary interest;

- the member, their relatives or friends, or a business entity in which the member may have an interest, may gain or benefit (either directly or indirectly) as a result of actions that may be taken by the HCPA or the school in response to information or advice that the HCPA provides to the school;
- the member, their relatives or friends, or a business entity in which the member may have an interest, may gain or benefit (either directly or indirectly) as a result of confidential information that becomes known to the HCPA member in the course of carrying out their HCPA responsibilities;
- the member might be in a position, or be perceived to be in a position, to give preferential treatment to their family members, friends, or a business entity in which they have an interest, as a result of their participation on the HCPA;
- a conflict of interest is likely to result.

4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the HCPA/School.

Conflict resolution:

- Every HCPA member will be given an opportunity to express their concerns or opinion about the issue in dispute and how the dispute has affected them.
- Speakers to an issue will maintain a calm and respectful tone at all times.
- Speakers will be allowed to speak without interruption.
- The responsibility of the HCPA Co-Chairs and Manager of Parent Relations is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- If no common ground can be identified, the HCPA Co-Chairs and Manager of Parent Relations will seek to clarify preferences among all members before proceeding further.
- If all attempts at resolving the conflict have been exhausted without success, or if the HCPA Co-Chairs are not in a position to be impartial with respect to the conflict, the HCPA Co-Chairs and Manager of Parent Relations shall request the intervention of the Executive Director, Strategic Enrolment Management, to facilitate a resolution to the conflict.

THANKS to our 2026-27 HCPA Committee Members!

