

Bringing an idea or event to fruition at Puntledge involves careful planning, effective communication, collaboration, and lots of determination. Here is a rough guide to how Families and Caregivers can bring their ideas and events to life at Ecole Puntledge Park.

<b>Define your Idea or Event</b>	<p>What is your goal? How does it meet school or PAC goals?</p> <p>Send a brief summary and a few possible dates to the principal ideally 3 months but at least 6 weeks before the event date.</p> <p><i>Example: We would like to have a valentine's dance on February 13<sup>th</sup> from 6-8pm</i></p>
<b>Initial Approval</b>	The school Principal will review with staff and stakeholders for approval.
<b>Create a Detailed Plan</b>	<p>Have a conversation with the Principal and a PAC executive member to cover the details like:</p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Attendees</li> <li>• Timeline</li> <li>• Budget</li> <li>• Volunteers needed (numbers and roles)</li> <li>• Clean up plan</li> </ul> <p>Set an event date with the Principal.</p>
<b>Secure Resources</b>	Ask the PAC or school for funding if needed. Ask the school for rooms, tables, chairs etc.
<b>Build a Team</b>	<p>Invite parents to join your team to work on the project details together through word of mouth, school email, and the PAC volunteer coordinator. The PAC is part of your team and has lots of useful resources for parent volunteers.</p> <p><i>Volunteers working with or within the school during school hours require a criminal record check and completed volunteer agreement.</i></p>
<b>Final Approval</b>	Provide a detailed plan to the school Principal and the PAC so they can answer questions from interested parents and help promote your event, club, activity, etc.
<b>Advertise</b>	Promote your event through: School email and Website PAC Facebook page and Posters
<b>THE EVENT and Clean up</b>	Enjoy seeing your event come to fruition, please remember to have a clean up plan as we have limited to no storage at the school
<b>Record</b>	Document how it went so it can be done again. Include plans, budgets, contacts, and outcomes. Share with the PAC and the Principal.