



Douglasdale School Parent Council & Society

How you can get involved!

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Why Get Involved?

Parents make a difference!

Students benefit when their parents or guardians actively support their success at school. Getting involved with your student's school develops relationships with staff and other parents that can make a positive impact on your child's learning environment. There are many ways that you can get involved with your student's school – in the classroom or from home – there are options to fit any schedule.

Douglasdale School Council invites you to support your student's learning by finding something you can volunteer with to help make a difference. This booklet briefly summarizes some ways you can be involved in your student's school. If you have any questions at all, or you can think of another way you would like to help, please feel free to talk to any member of the School Council or email douglasdaleschoolcouncil@gmail.com.

Along with the teachers, parent volunteers work together to enhance our students' learning during their time at Douglasdale School.

School Council Positions

Quick Reference Parent Council Openings

Title	Term	# of Positions	Estimated Time Commitment	# Open Positions
Chair	2 years	1	10+hrs/month	1*
Vice Chair	1+ years	1	5hrs/month	1*
Treasurer	2+ years	1	8hrs/month	1*
Secretary	1+ years	1	3hrs/month	1*
Key Communicator	1 year	2	4hrs/month	2
Communications Coordinator	1 year	2	2hrs/month	2
Casino Coordinator	2 years	2	35+hrs / 2yrs	2
Volunteer Coordinator	1 year	1	2hrs/month	0
Read-a-Thon Coordinator	1 year	2	25-30hrs / 2 months	2
Read-a-Thon Administrator	2 years	1	15-20hrs/yr	1
Grant Writer	1 year	2	8-28/yr	2
Fundraising Committee	1 year	5	2hrs/month	5
Fun Committee	1 year	5	2hrs/month	3

*Open positions as of May 2024

Executive Positions

There are four executive positions on the Douglasdale School Parent Council. They are Chair, Vice Chair, Treasurer, and Secretary. The terms vary by position, open positions are voted on by those in attendance at the AGM held each year in May. In having a child attend Douglasdale School you are automatically part of the DDS Parent Council and are able to attend and vote at each meeting.

Chair

Liaise with the school community, principal and teachers. The Chair is the representative that promotes community, volunteerism and engagement in school activities. The Chair is responsible in overseeing committees and filling open positions when necessary.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 2 year commitment.

TIME COMMITMENT (Approximately)

Variable. 2-3 hours/wk responding to email communications and preparing agendas & reports; 1-2 hours/wk at the school talking to principal or school members; 2-3 hours/month for monthly school council meetings.

VOLUNTEERS: 1

LOCATION OF ROLE Home; school - monthly council meeting, plus occasional meetings with the principal as necessary (flexible)

TASKS OR DUTIES

- Prepare agendas for school council meetings (gathering reports from School Council Leads)
- Chair school council meetings
- Ensures minutes of school council meetings are recorded, maintained and posted
- Ensures there is regular communication with the school community and principal
- Works with the Treasurer and school administration to develop annual budget
- Is the official spokesperson for the school council (prepares reports, newsletters, and/or emails to communicate updates to school community) unless another person is identified
- Oversee committees
- Fill open positions as necessary
- Act as one of the two signatories on cheques
- Develops long term goals, fundraising targets, and capital project initiatives in conjunction with other executive members and with consultation of staff and parents
- Maintain insurance annually

Vice Chair

Assists the Chairperson with their responsibilities as determined by the Chairperson. It is not a requirement of the Vice Chair, however it is encouraged that the Vice Chair succeed the Chair at the end of their term.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 1 year commitment. It is not a requirement, but it is encouraged that the Vice Chair succeed the Chair at the end of their term.

TIME COMMITMENT (Approximately)

Variable. 1 hour/wk responding to email communications and preparing agendas & reports; 1-2 hours/month at the school talking to principal or school members; 2-3 hours/month for monthly school council meetings

VOLUNTEERS: 1

LOCATION OF ROLE Home; school - monthly council meeting, plus occasional meetings with the principal as necessary (flexible)

TASKS OR DUTIES

- Will assume the duties of the Chairperson in their absence
- Will assist with filling open positions as necessary
- Act as one of the two signatories on cheques

Treasurer

A mandatory role to keep the Society's active status. The Treasurer is one of the three cheque signers for General and Casino bank accounts (two signatures are required on each cheque). Not required, but a background in finance, bookkeeping, or accounting is an asset.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 2 year commitment.

TIME COMMITMENT (Approximately)

Throughout the year, less than 2 hours/wk except year end in September or Casino reporting time. At year end, an extra 5 hours are needed for the annual society filing and 5 hours for Casino reporting.

VOLUNTEERS: 1

LOCATION OF ROLE Home; school - pick up receipts / drop off cheques; once a month for council meetings.

TASKS OR DUTIES

- Write and sign cheques when needed
- Budget planning at the beginning of the school year and monitor actual spending against budget during the year
- Prepare monthly spending report and present it at school council meetings
- Annual Society filling
- Casino Reporting
- Provide financial reports and support to grant writers

Secretary

Acts as a recorder at each meeting and ensures the meeting minutes are accurate.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 1 year commitment.

TIME COMMITMENT (Approximately)

2 hours to attend meeting, 2-3 hours to compile notes into minutes, total of 3-5 hours monthly throughout the school year

VOLUNTEERS - 1

LOCATION OF ROLE

Home; school - monthly council meeting attendance is required.

TASKS OR DUTIES

- Have a sign-in sheet available for attendees at the meeting or record those in attendance
- Record the meeting and ensure that minutes accurately reflect discussion
- Keep minutes, correspondence, and records (including copies of school council annual reports) filed in an orderly, publicly accessible fashion, in accordance with the Personal Information Protection Act
- Upload minutes to the Council's Google drive
- Send copies of the minutes to the school to be available on the schools website
- Maintain minutes for Douglasdale School Council as well as the Douglasdale School Council Society

General Positions

KEY COMMUNICATOR

Serves as link between individual school councils and the school district. Acts as the Alberta School Council Associations representative and the Calgary Association of Parents and School Councils representative (we currently are not members of CAPSC due to unfilled position).

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 1 year commitment.

TIME COMMITMENT (Approximately)

4 hours/year to attend the Council of School Councils meeting; 1 hour/month to read and share information from the CBE; 2 hours/month to attend DDS School Council meeting; 1 hour/month to read and share information from ASCA; 3 hours/month to attend CAPSC meeting and share information (if members).

VOLUNTEERS: 1 -2

LOCATION OF ROLE

Home; School - once a month; attend COSC meeting twice per year; attend CAPSC meeting once per month

TASKS & DUTIES

- Keep contact information for Douglasdale School Council current with the CBE.
- Meetings: Douglasdale School Council meeting once a month, two board-wide "Council of School Councils" meetings per year, and approximately two smaller Trustee-hosted meetings per year (optional), monthly CAPSC meetings if members
- Share information from Meetings, monthly CBE Key Communiques, ASCA e-news updates, and monthly CAPSC e-newsletter with Douglasdale School Council
- Create monthly Key Communicator Report and post information to the school council website/social media
- Renew Douglasdale School membership with ASCA
- Keep contact information for Douglasdale School Council current with CAPSC (if members)
- Keep Douglasdale School membership and annual CAPSC dues paid in full (if members)
- Attend monthly CAPSC meeting at A.E. Cross School Library (if members)

COMMUNICATIONS COORDINATOR

Supports School Council and Society communication needs to make sure all School Council and Society stakeholders (including parents, school staff, and community members) receive effective and timely two way communications. Maintains social media accounts and website for the school council.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 1 year commitment.

TIME COMMITMENT (Approximately)

2-5 hours/month plus attending monthly council meetings

VOLUNTEERS: 1-2

LOCATION OF ROLE

Home

TASKS & DUTIES

- Prepare communication material for School Council and Society use, as needed
- Maintain Instagram and Facebook accounts; post updates on school council activities and events; reminders of information already communicated by the school and/or as requested by the school; community information
- Send updates to the school to be shared on the council's section of the school website
- Review and follow the CBE's Social Media Guidelines for School Councils
- Design, layout and edit quarterly school council newsletter pages with submissions from Council contributors

CASINO COORDINATOR

Acts as a contact between AGLC and Douglasdale School Council Society in regards to casino. Coordinates volunteers for the casino.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 2 year commitment.

TIME COMMITMENT (Approximately)

Variable. 35+ hours (please note that the time is not spent sequentially but about an hour at a time or less over several days)

VOLUNTEERS – Minimum 2 (One main contact as per Alberta Gaming. A shadow is ideal both allowing for the eventual departure of the Casino Coordinator as well as ensuring someone else is involved in case of the coordinator being waylaid by an emergency)

LOCATION OF ROLE

Home; Casino

TASKS & DUTIES

- AGLC training for Casino procedures and forms (optional)
- Coordinate requirements for the Casino Application and other forms
- Communicates between school and volunteers
- Coordinates volunteers to fill ALL casino shifts
- Update Casino Schedule and organize Casino worker applications
- Assist our paid Casino Advisor as needed in the running of the 2-day Casino
- Finalize next Casino date and location
- Provides Treasurer with documents required to complete casino reporting requirements

VOLUNTEER COORDINATOR

Acts as a central coordinator between school, school council, and volunteers.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 1 year commitment.

TIME COMMITMENT (Approximately)

2-4 hours/month

VOLUNTEERS – 1

LOCATION OF ROLE

Home; school – may need to go into school to photocopy and distribute signup forms; attend open houses

TASKS & DUTIES

- Annually compiles list of volunteers and contact information
- Communicates between school and volunteers as needed
- Creates sign up websites as needed
- Coordinates volunteers for council activities and events

READ-A-THON COORDINATOR

Our annual read-a-thon is a cheque writing campaign that provides parents a way to make an annual financial donation to the school as an alternative to multiple, volunteer intensive fundraising efforts like bake sales, etc. Donations provide parents with valuable tax receipts and leverage dollars through employer and grant matching programs.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 1 year commitment.

TIME COMMITMENT (Approximately)

25-30 hours over two months per year (generally April and May)

VOLUNTEERS – 2 (ideally members of the fundraising committee)

LOCATION OF ROLE

Home; school - council meetings; photocopying

TASKS & DUTIES

- Keep up date with School Council fundraising initiatives and provide campaign updates to parents and Council
- Design posters, marketing material, etc.
- Prepare and distribute Donation Package including letter to parents, donation form and return envelopes Identify employer matching opportunities and assist parents with employer matching applications

READ-A-THON- ADMINISTRATION

In order to support the yearly read-a-thon campaign Parent Council requires a dedicated volunteer (other than Treasurer) to administer donations.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 2 year commitment.

TIME COMMITMENT (Approximately)

15-20 hours per year (mainly in April and May)

VOLUNTEERS: 1

LOCATION OF ROLE

School - weekly visits; bank visits during campaign month and month following

TASKS & DUTIES

- Pick up donations at school and make deposits to general account
- Track donations (eTransfers, Cheques & Cash) and issue tax receipts to donors
- Provide donation reports to Treasurer and Donation Package & Employer Matching leads

GRANT WRITER

Grants are a great way to contribute to new projects and initiatives and bolster our fundraising efforts.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 1 year commitment.

TIME COMMITMENT (Approximately)

2 – 4 hours at the beginning of the school year; 2-8 hours per grant application

VOLUNTEERS: 1 – 2

LOCATION OF ROLE

Home

TASKS & DUTIES

- Keep up to date with Parent Council fundraising initiatives
- Research and present grant opportunities for the coming school year to Parent Council
- Compile Parent Council information – purpose of grant, financial data from treasurer etc. in completing grant applications
- Keep the Benevity account up to date

FUNDRAISING COMMITTEE

A group of volunteers who will assist in choosing and executing fundraisers at Douglasdale School.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is not required but is an asset.

TERM

Minimum 1 year commitment.

TIME COMMITMENT (Approximately)

1-2 hours/month planning, up to 10 hours when actively executing fundraiser

VOLUNTEERS – 2 – 5

LOCATION OF ROLE

Home; school – may need to go into school to photocopy and distribute flyers, organize item pick ups at school

TASKS & DUTIES

- Works with executive board and committee members to determine fundraisers for the school year
- Communicates between school as needed
- Creates flyers, online media, websites as needed to support fundraisers
- Registers school for chosen fundraisers
- Manages any product pick ups associated with fundraisers
- Tracks and delivers any cash to the treasurer
- Organize bottle drives

FUN COMMITTEE

A group of volunteers to organize events at the school. These include family dances, teacher appreciation, and other school council sponsored family events.

ePIC REQUIREMENT

A valid police clearance with vulnerable sector check is required.

TERM

Minimum 1 year commitment.

TIME COMMITMENT (Approximately)

2-5 hours/month

of VOLUNTEERS – 2 – 8

LOCATION OF ROLE

Home; school

TASKS & DUTIES

- Organize two family dances each school year – a Halloween Dance at the end of October and a Spring Dance (choose themes, book the gym with the school office, book DJ, shop for concession items, work with volunteer coordinator to staff all roles)

- Organize four staff appreciation events each year - one in November near conferences, one in December, one in March near conferences and one in either May or June (choose themes, setup sign up, organize food items, clean up)
- Organize two family nights each year – one in September as a compliment to the Douglasdale School Open House and a Food Truck evening in June (choose themes, book Food Trucks)
- Check insurance for events
- Email communications, posters, flyers etc to promote events

EVENTS AND PROGRAM VOLUNTEERS

FUN LUNCH VOLUNTEERS

Three days each month during the school year, students are invited to participate in our “Fun Lunches and Snacks”. Families can sign up and pay for these through the service Healthy Hunger. The school manages the “Fun Lunches” and the council provides volunteers to organize and distribute them.

ePIC REQUIREMENT

You MUST have a valid police clearance with vulnerable sector check

TIME COMMITMENT (Approximately)

A sign up sheet is posted for volunteers to sign up for days as they would like. Lunches require you to be at the school from 11:20am – 12:40pm. Snacks require you to be at the school for approximately 1 hour – time varies depending on the vendor.

VOLUNTEERS - MINIMUM #: 1; IDEAL #: 2

LOCATION OF ROLE

School

TASKS & DUTIES

- Sorting orders to each class (often they come sorted from the vendor)
- Pulling out orders of students absent from school and storing for pick up
- Distributing orders to classes

BOOKFAIR VOLUNTEERS

Twice a year the school runs a Scholastic Bookfair from the learning commons – to coincide with teacher conferences in November and May. Volunteers are required to run these.

ePIC REQUIREMENT

You MUST have a valid police clearance with vulnerable sector check

TIME COMMITMENT (Approximately)

A sign up sheet is posted for volunteers to sign up for days as they would like. Shifts are 4 hours each and multiple shifts run for each day of the bookfair

VOLUNTEERS – 10+

LOCATION OF ROLE

School

TASKS & DUTIES

- Setup bookfair displays
- Supervise and assist students while shopping
- Collect payments
- Disassemble bookfair

CLASSROOM VOLUNTEERS

Volunteering in the classroom is a great way to contribute to Douglasdale School. These roles are communicated as needed by the teacher. Some may happen on a regular schedule while others are on an as needed basis.

ePIC REQUIREMENT

You MUST have a valid police clearance with vulnerable sector check

TIME COMMITMENT (Approximately)

Variable

VOLUNTEERS – 6 +

LOCATION OF ROLE

School

TASKS & DUTIES

- Read with students
- Work with small learning groups
- Assist with projects
- Prep teaching materials

MULTI-AGE ACTIVITY DAYS & CLUBS

To foster community and a sense of belonging Douglasdale School hosts multi-age group activity days and lunch time clubs. Volunteers are an asset in having these run smoothly – if you have a special skill and are open to sharing it this is a great place to do so!

ePIC REQUIREMENT

You MUST have a valid police clearance with vulnerable sector check

TIME COMMITMENT (Approximately)

Variable

VOLUNTEERS – 6 +

LOCATION OF ROLE

School

TASKS & DUTIES

- Work with small groups of students in an activity or task
- Lead a club or activity group
- Supervise students

FIELD TRIPS

Field trips are an important part of your students learning and they require volunteers. You do not need to have a student in a class to volunteer for a field trip.

ePIC REQUIREMENT

You **MUST** have a valid police clearance with vulnerable sector check

TIME COMMITMENT (Approximately)

Variable

VOLUNTEERS - 30 +

LOCATION OF ROLE

School; Offsite

TASKS & DUTIES

- Travel on bus to field trip location
- Supervise a small group of students for the duration of the field trip
- Participate in group activities during the field trip

PREPPING CLASS MATERIAL FROM HOME

Every family is different and you may not be able to come into the school during class hours to volunteer but your help is still greatly appreciated. Teachers often have materials that they need assistance in prepping and this can be done from home.

ePIC REQUIREMENT

You **DO NOT** need a valid police clearance with vulnerable sector check

TIME COMMITMENT (Approximately)

Variable

VOLUNTEERS – 6 +

LOCATION OF ROLE

Home

TASKS & DUTIES

- Assemble book order flyers
- Prep classroom materials
- Prep project materials