



Shawnigan Lake School Parents Association

The Shawnigan Lake School Parents Association (SLSPA) fosters a sense of community among SLS families by providing parents and guardians with opportunities to build relationships with other parents, staff and students through various social and volunteer activities.

The SLSPA supports the needs and goals of the School and uses the School's guiding principles of Honesty, Respect, Courtesy, Pride, Involvement, Hard Work, and Success as the standard in all it does.

SLSPA Board of Directors

Trish Letient
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Vice Chair

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Communications

Mandy Parker
Grad Parent Liaison

Richard Wood
Member at Large

Nancy Jarjour Szabo
Distant Parent Representative
New Family Liaison

Contact Information

If you have any questions regarding the activities of the Parents Association, please e-mail us at spa@shawnigan.ca



Dear Parents and Guardians,

The Shawnigan Lake School Parents Association welcomes you to the 2010–2011 school year. We know that the beginning of a new school year is an emotional time for students and their families—one filled with anticipation, excitement and perhaps a little trepidation. The goal of the SLS Parents Association is to help you feel part of the Shawnigan Family, your child's school life and feel a greater connection to what is happening in your child's life at Shawnigan. Our committed and enthusiastic Board of Directors coordinates social events and volunteer opportunities for this purpose.

Although our organization is only two years old, our efforts have resulted in some very significant results in a short time! This year alone we:

- Became a registered society under the BC Society Act;
- Established the Used Uniform Store and will have our first big sale this September. Money raised this year contributed to the cost of the webcam currently being used to livestream Shawnigan events;
- Coordinated parent volunteers for the ISA Squash Tournament in January of this year, for a girls rugby tournament in April and for the Shawnigan Regatta in May;
- Published a new Grad Handbook for Parents;
- Hosted a Speakers Series , which brought in Pamela Richardson who spoke on Parental Alienation Syndrome;
- Have hosted a number of very successful social events for parents.

As an organization of integrity, we celebrate our successes, examine our challenges, and continually search for ways to improve our service to you. New initiatives beginning in the 2010–11 school year include:

- *New Family Representatives (NFRs)*— to enhance new parents' experience with the school, NFRs, in coordination with SLS Admissions, will make contact with new families offering support and information regarding all aspects of school life.
- *Welcome Dinner for New and Returning Parents* — on September 7, 2010 we will host a dinner at Merridale Cidery, bringing parents together to share information and friendship.
- *Provision of Concessions at ISA tournaments and the Shawnigan Regatta* — Simple refreshments will be offered for sale as a service to parents, students and spectators.

Please read through this booklet for more information on these and other social and volunteer happenings for the coming year. To stay informed, be involved, and participate in SLSPA events, be sure to fill out the forms at the end. It is also important that you remember to sign and return the SLS Parent Directory form included in your Summer Package.

We look forward to seeing you at School.

Best wishes,
Trish Letient
Chair, Shawnigan Lake School Parents Association



SLSPA Calendar of Events

Note the dates below on your calendar. This calendar will be updated periodically as dates are set and confirmed by the School.

September 1 to 11	Used Uniform Store, hours of operation 9 a.m. to 3 p.m.
September 7	Welcome dinner for new and returning parents <i>Please see the invitation included in this package.</i>
September 12	Interhouse Track and Field Day <i>Parent volunteers needed—see Volunteer Guide</i>
September 24 and 25	Sr. Girls' ISA field hockey tournament <i>Parent volunteers needed to run concession—see Volunteer Guide</i>
September 26	Round-the-Lake Relay <i>Parent volunteers needed—see Volunteer Guide</i>
November	Open House/Parent-Teacher interviews SLSPA AGM Parent Social
December 10 and 11	Jr. Girls' ISA basketball tournament <i>Parent volunteers needed to run concession—see Volunteer Guide</i>
December	Christmas Carol Tea
April	Musical Social
May	SLS Regatta <i>Parent volunteers needed for regatta and concession—see Volunteer Guide</i>
May 19	Cocktail hour for grad parents
June 24	Pre-Closing Day Dinner
June	Clothes collection for Used Uniform Store



Used Uniform Store

Fall Sale
September 1st to 11th
9 a.m. to 3 p.m.
(or until stock runs out)

Operating System—Used Uniforms

Purchasing Uniforms

The Used Uniform Store operates using credits and debits to student accounts. We do not take cash, cheques, credit or debit. When a student purchases clothing, we record the student's name, grade, house and student number (if known). The amount will be charged to the student's account. Parents will see these charges on the monthly statement received from the school accounting department and pay the amount owing.

Uniform Collection

The Used Uniform Store is not a consignment store. We purchase outright the specific uniform pieces listed below. To be accepted for sale, the uniform must be in the currently accepted style, clean, and in excellent condition.

- Blazer
- Kilt
- Grey and Khaki pleated skirts
- Grey flannel trousers
- Khaki shorts
- Waterproof hooded shell

Families may choose to donate these items and consider this as a donation towards the current fund-raising project (in September 2010 our goal is to contribute \$5000 towards the funding of the School webcam which enables live streaming of significant Shawnigan events). The store is also happy to accept, as donations only, other uniform pieces, such as polo shirts, golf shirts, sweaters, ties, sports clothing and any other Shawnigan crested clothing. Non-Shawnigan clothing cannot be accepted.

No cash will be involved. The student's school account will be credited for the items received. If any of these items require laundering or dry cleaning the cost will be deducted from the total amount.

Following the steps below will ensure an efficient process for both parents and students:

- Students wishing to sell or donate to the Used Uniform Store are asked to fill out a form available from House Directors and from Laundry; the form and clothes should be put in a plastic bag and left with the School Laundry. The student must tell the Laundry that the bag is for the Parent Association Used Uniform Store. At the end of the year collection boxes are placed in each of the boarding houses.
- As required, Association volunteers collect the clothing, sort through all items and determine whether the items are acceptable for sale. Items that cannot be sold due to poor condition or because they are no longer part of the accepted Shawnigan uniform will be disposed of at the discretion of the Association. Clothing will not be returned.
- A notice will be e-mailed to parents regarding the credit to their child's school account.



Volunteer Guide

The following opportunities are available to SLS parents and guardians and are organized by the SLS Parents Association. Please read through the guide and complete the Volunteer Response Form located at the end of this document.

1) Inter-house Track and Field: September 12th

Volunteers Required: 12

Time Required: full day

Volunteers organize refreshments and/or bag lunches and/or the fixings for lunches (provided by the Shawnigan Lake School kitchen); they supervise food distribution at the sports field and ensure a constant supply of drinking water.

This is a great chance to see Shawnigan spirit at its best, to watch your child as a proud member of his or her house and to be part of the Shawnigan community.

2) Round-the-Lake Relay: September 26th

Volunteers Required: Up to 45 volunteers needed at relay locations around the lake.

Time Required: full morning

The Relay is the second big inter-house competition in the year. This race is run around Shawnigan Lake, approximately 22km. Students in each House dress up in their House colours, they run or walk a leg of the relay carrying a baton, which is passed on to their housemate once they've completed their leg of the race.

Volunteers accompany the students to the relay stations and help ensure their safety while they wait for the race to reach them.

3) Shawnigan Lake School Musical

Casting, rehearsals, costumes, and set design all start early in the school year. Every year SLS puts on a "Broadway" show with a cast of talented young students. This event is one of the highlights of the school year and takes an enormous amount of staff time. Help is needed with:

a) Set Construction/Painting: date to be determined, usually January/February

Volunteers Required: any help is appreciated

Time Required: varies, depending on production needs

b) Move, Assemble, Disassemble Sets

Volunteers Required: 8

Time Required: 4 hours each way

- Moving set to theatre, set construction at theatre (*Sunday prior to week of musical*)
- Disassembly of set, pack up and move props, clothes, and musical instruments (*Sunday immediately after musical*)

4) Rowing Regattas

Volunteers Required: Unlimited

Time Required: Variable

Shawnigan's competitive rowing season begins in February with the Hungerford Cup and the Head-of-the-Lake Regatta and culminates with the Shawnigan Regatta, held on the second weekend of May. The Shawnigan Regatta is especially in need of volunteers, requiring more than 40 people per day to do weigh-ins, race check-in, boat launch control, work the finish tower and help with trophies. No previous knowledge of rowing is necessary!

5) Used Uniform Store

a) September Sale: September 1st to 11th, 8:30 a.m. to 3:30 p.m.

Volunteers Required: 10

Time Required: Minimum shift is 3 hours. When filling out the Volunteer Response Form, indicate the days and times you are able to work. One of the Store's coordinator's will be in touch with you regarding the volunteer schedule.

Training is provided. Volunteers provide sales support to students and parents in fitting and purchasing uniform items.

b) Seamstress

Volunteers Required: 1 or 2

Time Required: variable

Seamstress needed for repairs to seams, zippers, hems, buttons, etc.

c) Occasional helpers

Volunteers Required: 2 to 4

Time Required: variable

Helpers are needed during the year to help with processing uniforms and for occasional sales.

6) Concession Stand Helpers

Volunteers Required: Unlimited

Time Required: Variable

Volunteers are needed to help organize, purchase, and sell simple refreshments at the following sporting events at the School:

a) Sr. Girls' ISA Field Hockey Tournament—September 24th and 25th

b) Jr. Girls' ISA Basketball Tournament—December 10th and 11th

c) Shawnigan Regatta—May 2010 (date to be announced)

Please indicate on the Volunteer Response Form which events you are available for.

7) Occasional Helpers (Ongoing)

Volunteer opportunities arise as the school year progresses. It is very helpful to have a list of parent volunteers who are willing to help on an as-needed and as-available basis. If you are willing to help please fill out the Volunteer Response Form and reference the job title as "Occasional Helper."



Volunteer Response Form

The following Volunteer Response Form is for the 2010-2011 school year. **Please return this form with your Summer Package forms to the school.** If you have any questions please contact one of our volunteer coordinators, Sue McGaw, at spa@shawnigan.ca.

Name(s) _____

Email(s) _____

Home Phone _____

Cell Phone _____

Student's name(s)

Grade(s)

Volunteer Position

Please indicate the positions you would like to assist with. Add any relevant information in the space below.

Job # (a, b)

Job Title

Comments

Safeguarding personal information is a fundamental concern of Shawnigan Lake School. The School does not sell, lease or trade information about you to other parties and is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation. A full copy of the School's Privacy Policy is available from the Business Office.



Funding Support

The end of a school year is a time to reflect upon and assess the work done over the past several months, to celebrate successes, to address challenges, and to plan for the upcoming year. This is true for teachers, students, the school administration and for the Parents Association as well. The Association started in September '08 as a group of parents enthusiastically embracing the opportunity to be involved in Shawnigan life. It has been an interesting and rewarding two years; we have met many challenges and our accomplishments are many. As a young organization we continue to explore how best to serve parents and the school. One of the issues facing your Parents Association is funding.

During the first year of operation the SLS Parents Association was without funds. Social events hosted for parents were funded through a school discretionary fund. To move forward, the organization had to attain its own funds, autonomous from the school. The means available to do this were limited. We are not a parent group focused on fundraising; bake sales, chocolate sales, etc., were not an option. We turned to our SLS parents and sent out a letter asking for financial support. Over 70 families responded which resulted in over \$900 in contributions. This support allowed us to purchase a Parents Association banner (used as a gathering point at Shawnigan events), host various social events and start up the Used Uniform Store. However, it was felt that a secure source of funding was needed and so it was set down in the constitution that a membership fee, determined by the Board of Directors, in consultation with the Headmaster, would be charged.

At the AGM in November 2009, it was explained to parents that a Membership Fee would be implemented in the 2010-2011 school year, but since that time the financial situation of the Association has evolved. The Used Uniform Store has been resurrected, which has alleviated some funding pressure and there are plans to run concessions at three sporting events during the coming year. With that in mind, the Board of Directors recently decided to waive the membership fee for the 2010-11 school year. Instead, we are requesting that you consider making a financial contribution to support the valuable activities of the Association, the amount set at your own discretion. We invite you to participate in whatever way you feel comfortable. If you would like to support your Parents Association, please indicate on the form below and return the document to the School by email (spa@shawnigan.ca), fax (250-743-6200), or by regular mail. Your school account will then be debited in the appropriate amount and the money allocated to the Parents Association.

We pledge to continue working for the Shawnigan community and appreciate your contribution to the successful operation of your SLS Parents Association.

Yes, I wish to support the SLS Parents Association. Please debit my school account in the amount of: \$10 _____ \$25 _____ Other: _____

Name (please print): _____

Signature: _____

Child's name and grade: _____

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