

Livingstone PAC Committee Ideas *

Diversity Committee

Contacts: Nav Nathoo; MikaelaAnn Smith

Goal(s)	To celebrate the diverse students and families in our community
Reports to	PAC funded (Treasurer, Chair); Parent-led; Must be discussed with Principal with ample lead time.

Description

Plan and deliver unique experiences to all students at Livingstone that celebrate the diversity of the community.

Responsibilities (and # volunteers needed)

Depends on the scope of the plan (can be anything from a take home item to a day full of activities, with Principal and teacher support)

Time Requirement (hours and time of year)

Depends on the scope and timing of the celebration.
In 2023, Diwali was celebrated on November 15 and Black History Month was celebrated during the week of February 25

Status

<input checked="" type="checkbox"/>	Both events were fully funded by the PAC and/or the donations from vendors; Students spoke VERY highly of both events. \$2,000 was set aside in the budget
<input type="checkbox"/>

Livingstone PAC Committee Ideas *

Fall Fund Drive

Contact: Lindsay Clayton; Nav Nathoo

Goal(s)	To raise funds that directly support the teachers and classrooms (literacy, technology & field trips/special events)
Reports to	PAC Chair or Co-Chair or Vice-Chair

Description

Organize a 'direct' fund drive

Responsibilities (and # volunteers needed)

Set fundraising goal based on budget set previous May
Design, print and copy flyers to go home with each student
Monitor progress; send reminders

Time Requirement (hours and time of year)

2-3 hours per person
2-3 people
September/October each year

Status

<input checked="" type="checkbox"/>	Raised \$17,846 in 2023!
<input type="checkbox"/>

Livingstone PAC Committee Ideas *

Community Event – School Dance

Contacts: Lindsay Clayton, Amanda Olsen; Nav Nathoo

Goal(s)	To provide an affordable community event for families
Reports to	PAC Chair or Co-Chair or Vice-Chair

Description

In 2024, the PAC organized a "Let it Glow" family dance with DJ Rachael for Nov 30 (Tickets were limited by gym space - consider two dance times to allow more participants)

Responsibilities (and # volunteers needed)

If running a dance:

Sell tickets

Arrange for food orders and distribution (not required)

Book entertainment (DJ); Decor; Coordinate volunteers

Time Requirement (hours and time of year)

10-15 hours during event planning

5-6 hours day of event

Status

<input type="checkbox"/>	
<input type="checkbox"/>

Livingstone PAC Committee Ideas *

Fun Lunch (Munch-a-Lunch) Committee

Contacts: Caroline Provost

Goal(s)	To raise funds for the school and help parents out with lunch duties!
Reports to	Principal and PAC Chair

Description

Populate and advertise the Munch-a-lunch website
Liaise with vendors
Organize school distribution

Responsibilities (and # volunteers needed)

Find vendors; get costs; set pricing; agree on dates
Populate the fun lunch website with student/class info as well as all vendor info
Communicate with parents (how to order, for example)
Manage a list of fun lunch distribution volunteers

Time Requirement (hours and time of year)

Set-Up for Fall (Late August, early September)
Set up for Winter (December)
Set up for Spring (March)
Time requirement: 2-4 hours per person/vendor
Ideally a coordinator; 4-6 vendor managers; 10-20 distribution volunteers

Status

<input type="checkbox"/>	Fall approximately \$7,500 net; Winter approximately \$6,400 net; Spring approximately \$6,700 net (so far); 6-8 vendors; delivery 2x per week
<input type="checkbox"/>

Livingstone PAC Committee Ideas *

Gardening Committee

Contact: Mikaela Ann Smith

Goal(s)	Bring the garden back into a tidier existence! Provide recess, lunch and after school learning opportunities
Reports to	Principal

Description

Responsibilities (and # volunteers needed)

Time Requirement (hours and time of year)

Status

<input type="checkbox"/>	Survey in the April newsletter
<input type="checkbox"/>

Livingstone PAC Committee Ideas *

Parent Night Out – Fundraiser

Contacts: Lindsay Clayton, Amanda Olsen; Nav Nathoo

Goal(s)	To raise funds for the school while connecting with other parents in the community!
Reports to	PAC Chair or Co-Chair or Vice-Chair

Description

In 2024, the PAC organized a "Dance Through the Decades" parent night out fundraiser on February 3

Alcohol, silent auction, DJ, photobooth; snacks, decor

Responsibilities (and # volunteers needed)

Sell tickets for entry (start in December for a February event) and tickets for items

Apply for a liquor license; find SmartServe volunteers

Book entertainment (DJ); Decor; Coordinate volunteers; buy or order food for late night

Time Requirement (hours and time of year)

10-15 hours during event planning per person (need 5-6 organizers)

6-8 hours on event day

2-4 hours post event (clean up; auction distribution, etc.)

Status

<input type="checkbox"/>	
<input type="checkbox"/>

Livingstone PAC Committee Ideas *

Teacher Appreciation

Contact: Nav Nathoo; Lindsay Clayton

Goal(s)	To recognize and thank the teachers several times throughout the school year
Reports to	Principal

Description

Organize 2 teacher appreciation lunches and recognize "World Teacher Day" on Oct 5

Responsibilities (and # volunteers needed)

Can be arranged by 2 volunteers
Survey teachers about dates & dietary restrictions (via Principal)
Order food; decorate and set up staff room; clean up afterwards

Time Requirement (hours and time of year)

2-3 hours planning
2-3 hours on event day
December and June, typically

Status

<input type="checkbox"/>	
<input type="checkbox"/>

Livingstone PAC Committee Ideas *

Walk-a-Thon

Contact: Jo-Anne Stayner; Tanya Barrie

Goal(s)	To raise funds and support outdoor activity and movement
Reports to	Principal

Description

Organize the Walk-A-Thon pledge sheets, event, and t-shirt and prize distribution

Responsibilities (and # volunteers needed)

Two volunteers to lead/plan the day of event

12 parent volunteers to mark the 'lap' cards

After the event - count money, determine prize winners, order and distribute t-shirts

Time Requirement (hours and time of year)

2-3 hours planning

2-3 hours on event day

Usually in May each year

10-12 hours post-event for the organizers/leads

Status

<input type="checkbox"/>	Net \$7,931 in 2023; In 2024 some of the proceeds will go to Gr 7 leaving ceremony and Gr 6 funds will go towards Gr 7 trip to camp
<input type="checkbox"/>