



PCA Parents Club (“PCAPC”) 2009/2010

PCAPC MISSION:

The primary mission of the Pacific Crest Academy Parent’s Club (“PCAPC”) is to support the school, faculty, administration and students by helping to provide for their needs. The Parent’s Club structure consisting of various committees that operate under the direction of the school. The purpose of these committees is to develop and implement plans of action approved by the school that will meet the aforesaid needs.

The secondary mission of the PCAPC is to bring Pacific Crest families closer together in a Catholic environment through social, educational, and spiritual events. The PCAPC should foster the spirit of working in service to God and to each other.

PCAPC BY-LAWS (overview):

- All parents of Pacific Crest Academy are invited to attend and participate in PCAPC meetings and activities.
- PCAPC officers have been appointed and approved by the **Principal**.
- PCAPC is NOT a self-ruling body or governing body of the school and PCAPC officers are not officers, agents or employees of Pacific Crest.
- All activities, projects, events, fund-raising and day-to-day tasks undertaken or initiated by the PCAPC shall be defined and approved by the **Principal**. The PCAPC may appoint committees to facilitate the efforts of the members.

GENERAL COMMUNICATION:

In general the PCAPC will do our best to foster communication between the PCA Parents club, PCA faculty & administration and the PCA Board of Directors. This will be accomplished through meeting minutes, emails and/or phone calls if necessary.

PCAPC Meetings: Minutes will be taken for all PCA Parents Club meetings and posted in the Office within 1 week of the meeting.

In the event a grievance regarding school regulations or policies is presented during the course of a PCAPC meeting, the President shall direct that the matter be directed to the **Principal** and/or his administrative staff.

Committees: All committee members report to their committee chairs
Committee chairs and room parents report to an assigned PCAPC Officer
All PCAPC Officers report to the Presidents
The Presidents report to the Principal

2009/2010 PCAPC Officers:

Responsibilities (Events & Family Activities):

Oversight of Parents Club / New Parent Orientation
 First Day of School Reception / Open House
 Childcare Coordinator / Room Parents
 Parent's Club Hospitality / Cheerbearing
 Lenton Soup Supper
 Hospitality
 Volunteer Service Hours

PRESIDENT:
Rob & Brandy Affleck
 Hm: 360-833-9491
 rbaffleck@comcast.net

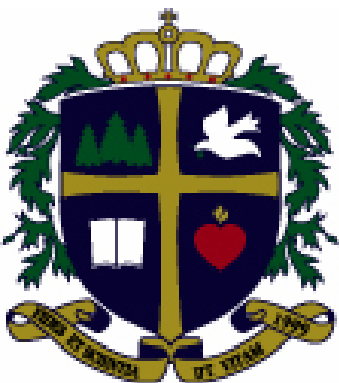
VICE PRESIDENT:
Eric & Jeanette Rafferty
 Hm: 360-834-5948
 jeanette@theraffertys.net

TREASURER:
Dan & Sheila Monaghan
 Hm: 360-210-7251
 monaghanclan@comcast.net

SECRETARY:
Steve & Kate Smith
 Hm: 360-833-8242
 kate@consultgreystone.com

Responsibilities (Fundraisers):

Gala
 Campbell Soup Labels
 Golf Classic Tournament
 Advertising
 Scrip
 Annual Appeal



Responsibilities (Children's & Appreciation Events):

Budget & Financials
 Picnic
 Ice Cream Social
 All Saint's Day Celebration/Museum
 Christmas Program
 Cultural Fair
 Mardi Gras
 Grandparent's Day
 Vocations Week Lunch
 Picture Day
 Volunteer Appreciation
 Teacher/Staff Appreciation
 Parish Visits

Responsibilities (Ongoing Opportunities):

Correspondence (meeting minutes)
 Yearbook
 Photography
 Weekly News (the Forum)
 Parents in Prayer
 Apostolic Works
 Library
 Office Help
 Website
 PCA Coffee Hour at St. Thomas
 Used Uniform Exchange
 Grounds Maintenance
 Classroom Maintenance
 Lunch & Recess Monitors
 Hot Lunch
 Milk Delivery
 PE Uniform Sales