

- Sample President's Annual Report Format -

ANNUAL REPORT

(Insert school year)

**(SCHOOL) HOME AND SCHOOL ASSOCIATION
(Name), President (& Co-chair)**

Here are tips on what to include in your **one-page report**:

- ▶ List Executive members / Committee Chairs/ # meetings held over this school year
- ▶ List topics discussed at your Local meetings such as curriculum, provincial assessments, school closures/rezoning, Local By-Laws, School Board Policies, Role of Trustees, Fund Raising Guidelines Draft, resolutions, etc. Did you draw agenda items from the Federation's monthly column? Monthly office updates; Other correspondence?

- ▶ Did your Association attend provincial workshops? Semi-Annual?
- ▶ Parent Engagement - Describe your school's projects using the PEOF - Parent Engagement Opportunity Fund (last year's and NEW project)

- ▶ List Parent involvement in-school programs (ie. breakfast programs, lunch programs, school libraries, school reading programs, band programs, sports programs)
- ▶ List Teacher/Staff Appreciation Week activities

- ▶ List fundraising initiatives - how do students benefit...items purchased
- ▶ Website - Does your Association use the provincial Federation website? Do you have your own web page on your school's site or separate site such as a blog? Would you like to have a web page/blog?

- ▶ Communications? - in your school, with PEIHSF, school boards, department of education
- ▶ Please include any other information / tips that you feel would be of interest to provincial and other Associations

NOTE: Your report is important! It is an historical account of what has happened in your Home and School Association during this school year. Collectively, we are writing the history on the Home and School movement in PEI.

If you want your report emailed to you from last year, please contact the office.

Please send your report to the PEIHSF office by (date)

Email: peihsf@edu.pe.ca Fax: 620-3186

