

Tennyson Quebec Exchange Trip Manual

This manual has been prepared by the 2014/15 Quebec Futures Committee. It has been created to guide future Tennyson parents in their Quebec planning and travelling years through what can be a daunting process. All information in this manual has been derived from previous years' experiences and best practices. It is recommended that this manual be reviewed a minimum of every two years and updated with any new relevant information.

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Trip Raison D’Etre

All Tennyson students have the opportunity to travel for a week to Quebec to experience life in French speaking Canada in their grade seven year. Students re-affirm their language skills, and learn to appreciate French as a living language as opposed to just something they learn in school.

The trip is designed as a cultural exchange. Students travel with Tennyson teacher and/or staff chaperones, and are housed with families in Quebec. The Quebec students travel to BC later in the school year and stay with Tennyson families. During the trip, students go on outings and activities as a group during school hours, and are with their exchange families during evenings and weekends.

The goal of the trip is to foster a deeper appreciation for Quebec culture, the French language, as well as personal growth and independence. Many families regard the trip as the pinnacle of their Tennyson experience.

Every year there are some students who, due to sports or family commitments are not able to travel to Quebec. Those students still have the opportunity to learn about Quebec culture from the Quebec students, as they are welcome to participate in the local hosted events when the group is in BC.

Trip Components

Outbound - Travel to Quebec

Grade seven Tennyson students travel to Quebec in late January or February. Travel at this time allows them to experience unique Quebec cultural events such as Carnivale, ice sculpture contests and/or ice hotels, maple sugaring and many other winter events that we are not exposed to in a typical Vancouver winter.

Students are ‘twinned’ (partnered) with students participating in the Quebec program, and will live with their twin families throughout their stay. Students are encouraged to be in touch with their twins well in advance of travelling so that a bond starts to build before they meet face to face. Selection of twins is managed by Tennyson staff – more details on this in Year Planning section of this manual.

Students are bussed from Tennyson and travel as a group to Vancouver International Airport. Depending on arrival times students will travel by bus to the host school and be met there by their ‘twins’, or if it is late they will be met by their host families at the airport and go directly to their homes.

Students generally travel Wednesday to Wednesday. This structure has proven the most successful, as it gives students a few days to get to know their exchange families before spending the weekend with them.

While the Tennyson students are in Quebec, all the day excursions and related travel costs are covered by the host school, and meals are provided by host families. Students travel with their own spending money. It is recommended that spending money be built into the overall trip budget so that pocket money will be equitable.

Inbound – Hosting Quebec Students in Vancouver

Quebec students usually come to Vancouver in May. For the most part Quebec students stay with the students that they hosted in February, but occasionally accommodations need to be made and students can either stay with a student who was not able to travel to Quebec or double up with another student.

When Quebec students are in BC, school based local activities and trips are planned by the Quebec Executive in collaboration with the Tennyson Staff. These trips are paid for by that year's Quebec funds. Students go on outings as a group during school hours and hosting families cover costs for meals, weekend excursions, and related travel.

Quebec Year Planning

Though referred to as 'the Quebec year', in reality there is parent and student commitment required over two years to make the trip successful. The fundraising and bulk of the volunteering happens in the Grade 6 fundraising year. Additional time is required in Grade 7 to organize the activities and local trips. A typical timeline is included in the appendix.

Step One – Engage all Parents (and students!) of the participating year.

The realization that 'Quebec is upon us' usually sets in for most parents near the end of the Grade 5 year. This is a good time to have a general parent meeting and start the process of forming a committee.

The Quebec Executive is a group of parents elected by the participating year that oversees the fundraising and planning of the trip and acts as a conduit to the administration and general Tennyson PAC. The Committee can be formed at the start of the Grade 6 year, though many choose to form the Committee at the end of Grade 5.

Whether or not to start the ball rolling in Grade 5, is up to each individual year. Many years do not start the planning process until Grade 6, others find it helpful to but take the time to gauge people's interest and availability early, allowing them the opportunity to hit the ground running in Grade 6.

Step Two –Form a Quebec Executive Committee

The Committee should consist of no less than:

Quebec Chair (or Co_Chairs). This person manages meetings, reviews and helps to create the budget, and oversees committee champions. Either the Chair or Co-Chair will act as the Tennyson Quebec Futures Committee Liaison.

Treasurers (2): As with PAC, one treasurer manages incoming money from fundraisers and the second treasurer manages disbursements including event floats, this person is also responsible for developing the Quebec Budget (in conjunction with the rest of the committee) and keeping the approved budget up to date.

Secretaries (2): Secretaries are responsible for managing an up to date contact list for the year, including tracking participation, keep minutes of meetings, and ensure that they are distributed in a timely manner to the appropriate groups.

Event Champions: To ensure that each event is successful as possible a dedicated champion should be assigned to each major fundraising initiative (ie; hot lunches, Halloween Howl Dinner, Spring Fling etc.).

Volunteer Coordinator(s): This position is responsible to keep an eye on overall volunteer levels and try to keep a balance across families.

The Quebec Executive should meet at least once per month in the in the first three months and then not less than every two months to ensure that fundraising and activities are on track.

As soon as the Quebec Committee has been formed and has had a chance to review past documents and start their own templates, a general meeting should be held with all parents and the administration to review the details of the trip. This meeting generally takes place before the end of September of the Grade 6 year. The goal of that meeting is to give an in-depth overview of the trip, its benefits and what is required to get there. This is the time answer any questions or concerns that parents may have as well as to reach out, find out what hidden skills and talents parents have that can help the year succeed.

It is extremely important to obtain an accurate count of how many students intend to go to Quebec as early in the process as possible, as these numbers affect both budgeting and grant applications. A 'Parent Participation Agreement' sample has been included that outlines what is involved in terms of trip and volunteering expectations. This agreement should be distributed to parents as early as possible so that families can start to think about their participation and be prepared to make a commitment between December and March of their grade 6 year. There are existing procedures that allow for cancellation for under certain circumstances, ie sports, family emergencies etc.

Once the committee is formed it should open its own bank account – generally Quebec 20XX, at least 3 committee members, as well as the principal should be listed as signatories in case someone is away and there are always two signatures required on a cheque. In addition a 'ledger' is set up in the VSB books – more on that in Trip Funding.

VanCity is the recommended bank as they have no service charge for community organizations.

Step Three– Determine Fundraising Events and Recruit Champions.

Each year Tennyson families are asked to support both the overall school PAC which raises funds that benefit all Tennyson students, as well as the annual Quebec trip. Finding the balance between the two and not overwhelming parents is one of the challenges faced by the PAC and Quebec Executive every year.

All parents are asked to volunteer for fundraising events, yet it often happens that a few parents take the bulk of the load, which can lead to extreme burnout. The more a year can bond as group and find ways to engage all parents, the more successful and the less stressful it will be. Also don't forget to include the students in fundraising and volunteering duties, after all this is their trip!

Historically there have been two main fundraising streams for the Quebec trip; food services (pizza lunch and the food at PAC events) and Winterfest. Over time this has evolved to include Entertainment Books, Purdy's Chocolate Sales, and the overall organization of events such as Spring Fling (when PAC has not had a champion for those events). Since the advent of the Munch a Lunch on-line ordering and the PAC direct contribution campaign, overall fundraising has increased and been greatly streamlined, resulting in decrease of the overall number of fundraisers required.

Each Quebec year is encouraged to use the skills inherent to their group and adjust the fundraising activities they host. That said, there are several fundraising events that are core to the culture of Tennyson and are important parts of the social fabric that make our school great – Winterfest being the biggie. Each successive grade 6 year acts as the host for Winterfest and takes on overall event organization, though with encouragement, parents from other years will assist with volunteering. A stand alone Winterfest Manual exists, and other event references are included in the appendix of this document.

A separate champion should be assigned to each event, and sub-committees created as required, for larger events. An event champion is the leader for each event ensuring all the details are in place. An event champion can reach out to the volunteer coordinators to help with recruitment, and the Quebec treasurers to assist by providing cash floats and receiving funds at the end of the event. Once your champions and bank account are in place you can start fundraising!

Step Four - Grant Application

A key component of the exchange trip is the travel grant; it covers the airfare for the trip (approximately 1/3 of the overall trip cost) and enables the actual cultural exchange with a school in Quebec. Tennyson has had a very successful string of grant applications since 2008, and has a fund in place for times when we might not receive a grant.

The grant application is filled out by the Quebec Chair and the Principal of Tennyson. Application deadlines vary between May- June of the grade 6 year. Once a grant application has been submitted, it is usually not possible to add students; therefore it is essential to know final travel numbers in the spring of the grade 6 year. Grant determination is usually made in October or November of the Grade 7 year, but has been as late as December.

Once you hear about your grant – the detailed preparation gets underway. If the grant is turned down, the Quebec Futures process would be followed (see What Happenes without a Grant).

Step Five - Twinning and Quebec Preparation

As soon as you receive your grant it is time to call a full parent meeting, together with the administration and teachers. At this time the administration will explain in detail the full twinning process. Students are asked to fill out a form designed to match them up with a like-minded twin. The forms are evaluated by teachers in BC and Quebec, who will work together to create the twinning list (sports preferences, food preferences, allergies etc. are taken into account). Once the twins have been assigned the students are encouraged to start communicating with their twins. Some classes may work on certain Quebec activities in class.

All parents are asked to provide references, which are checked by an independent person in Vancouver, and sent on the granting agency. Parents are asked to provide basic contact information so that they can connect with their twin's parents.

Other details of the trip are reviewed such as the Quebec itinerary (determined by Quebec hosting school); travel arrangements – students travel with teachers in a 10:1 ratio; what to pack – Quebec in winter is a lot colder and families should be prepared to borrow or purchase cold weather gear; communication while away – the teacher often hosts a blog so parents can check in on the highlights; etc. Behaviour expectations are also reviewed and students are asked to commit to a code of conduct.

Step Six – Sharing and Documenting the Trip

Students should be encouraged to document their trip and be prepared to share some of their photos. Often a memory book or CD is created and shared with the whole year as a Grade Seven memento.

Students will also be asked to share their experience with other Tennyson students and parents at a PAC meeting, this helps to connect the whole of Tennyson to the Quebec experience and allows participating students to thank the community for supporting them in their trip.

Step Seven – Local Hosting

For the days that the Quebec students are in BC, the Grade 7 students do not attend classes. Instead a series of local field trips will be organized that focuses on Vancouver and BC. All grade sevens, regardless of whether or not they were able to go to Quebec will be welcome to participate. Depending on the activity, parent chaperones may be needed to support some of the trips.

The determination of local field trips is made conjointly by the Quebec Executive, school administrators, and the teachers. Activities are comprised of a combination of cultural, uniquely BC, and just plain fun activities. These plans are submitted to the granting agency as part of the application. It is important to remember that any chosen activity needs to be able to be experienced by a large group (the Tennyson students and their twins), which can mean up to 50 people, and while it is standard to split into smaller sub-groups, it is unlikely that there would be less than 20 people in a group. Past successes include; Half day UBC Museum of Anthropology combined with a picnic at Spanish Banks Beach, Vancouver Aquarium, lunch a day at Stanley Park with a double decker city bus tour, Granville Island and Science World, Stand up Paddling etc. Activities that require more specialized training such as the UBC ropes course, Monkido, or trips that are time consuming, are better suited to individual outings over the weekends. A sample itinerary is included in the appendix.

By the time the Quebec students arrive in BC they have generally built strong relations with the Tennyson students and there is much excitement when the bus arrives. However, there are still some students (and parents) who find the concept of the weekend without school led activities a bit daunting. In those cases it can be helpful to arrange some activities with other families to take the pressure off.

One last note, the departure of the Quebec students marks the end of what has been a long journey for both parents and students and can become very emotional. However with the advent of social media, many Tennyson students now remain in contact with their twins for many years after their exchange.

Trip Costs and Funding

The Quebec Exchange trip (including local activities) has a value of approximately \$1600-\$1800 per student. The final number is dependent on a large number of variables including but not limited to; the number of students traveling, the numbers of staff traveling, the number of substitute teachers required, air fare and gas prices, etc. It is up to each Quebec Executive to finalize the budget for their year. Sample budgets are included in the appendix, below is a list of typical costs.

Typical costs

Teachers and ToCs: The Quebec trip is not responsible for the wages of the teachers who travel to Quebec, but it does have to cover ToC (Teacher on Call or substitute teacher) wages, which are charged to the school at \$300/day (2012 number). The trip is responsible for teacher flights, hotel, and per diem while in QB. The VSB mandates that school trips require a ratio of 10 students to one teacher, though the vice principal (who usually leads the trip) is allowed to supervise a larger number of students. It is also mandatory that there is at least one male and one female supervisor. If a group of 40+ students travel it would therefore be necessary to take 4 teachers out of Tennyson. The administration does its best to combine classes for the grade 6/7 students that remain, but not all teachers that travel are grade 7 teachers. Additionally the trip is responsible to cover ToC costs for 4-6 prep days in which the teachers do the twinning and planning.

Airfare, local transportation, travel insurance: The grant (if successful) covers flights for all traveling students and staff, but not busses to and from the airport, both in BC and QB. Local busses for up to 80 people for Vancouver area field trips, are sometimes partially paid for by the grant as well.

Exchange Fee: When a grant is obtained, the granting agencies generally charge an application fee of \$50 per student and an exchange fee of \$50 per student for a total of \$100 per student.

Traveling ID: When students travel as a group it makes it easier for staff to identify them if they have a uniform look. Sometimes T-shirts, sometimes toques, generally printed with a trip logo are provided. There are also ID badges and itineraries to be printed both for QB and BC.

Bursaries: Tennyson has a policy that no child shall have to forego the QB trip for financial reasons, but does not have a stand-alone bursary fund for Quebec trips. Bursary allowances are set as a line item in the annual Quebec budget, and are reimbursed by the Quebec Futures Fund. Families can apply for full or partial funding, through school administration.

Hosting Gifts, Student Spending Money, and Mementos: As part of the exchange it is traditional to provide gifts for the host school participating staff and the host families. These are usually purchased as a group.

Though day-to-day costs for meals and transportation are covered by host families – students will still need to take some spending money for souvenirs etc. It is recommended that an allowance of \$100-\$120 (\$20/day)/student is built in to the budget, and that families are asked to not send additional funds. This allows for equity across all families.

Creating a take-away memory book/cd (or equivalent) that all students can keep is a great way to cement the memories of the experience. Like school yearbooks, it will become a lifelong treasure to look back on.

Local Hosting Trips: As explained in the trip component section, all field trip fees, group meals, along with the local transportation are paid for by the Quebec budget. Occasionally some families may be required to host more than one child (ie if the number of boys and girls don't match up), if that occurs the budget should include an allowance for additional meals and weekend entertainment. Additionally, students who were not able to go Quebec pay a nominal fee to participate in local activities.

The Quebec Futures Fund: Tennyson PAC has a fund dedicated to providing bursaries for students that could not otherwise afford to go on the trip, as well as additional funds for any year that does not get a travel grant. This fund is maintained annually by transferring a portion of the community fundraised monies (from years that are successful in their grant) to the Tennyson Futures Fund.

Trip Funding

Funding for the trip is provided through parent contributions, community fundraising, and travel grants. Funds are raised in grade 6 so that there are no unexpected surprised when the grants are announced in grade 7.

Due to the wide range of cost variables, the actual parent contribution has historically been a huge unknown - ranging from as much as \$1800 to as little as \$350. This uncertainty was a great strain on all participating families. Grants were uncertain (often only successful once every two years), which resulted in many years creating so many fundraisers that it was causing strain throughout the school as parents in other grades were feeling that 'Quebec was sucking all the money out of the school'. In response to this the Quebec Futures Committee was created to look at ways to create a more stable funding base. This has resulted in the current funding formula and the creation of the Tennyson Quebec Futures Fund (more info follows in the Quebec Futures section).

Parent Contributions

Participating families are expected to make both financial and time contributions. Now that a more stable funding model has been created, a base financial contribution is possible. This is currently set at \$450 which includes the \$120 spending money - resulting in a net \$330 cost per family. Families are also responsible for additional winter clothes (borrowed or purchased) as well as costs for meals and entertainment for the Quebec guest when those students are in BC. Families experiencing financial hardship can apply to the Quebec Futures Fund for bursaries via the Tennyson Principal. The base contribution amount will be reviewed by the Quebec Futures committee annually to ensure it stays in line with current funding models.

The base \$450 contribution is available to all families who meet their volunteer commitments. Families not able to commit to volunteer hours can elect to pay a higher participation fee, though this is discouraged as many Quebec-led school events are integral to the social fabric of Tennyson and need parent participation in order to succeed.

Due to VSB regulations, the parent contributions are not deposited in the Quebec 20XX year account, they need to be held in a VSB account. For this reason the collection of these funds will now be done through the VSB field trip forms. The admin staff at Tennyson sets up a separate ledger in the schools accounting system to keep track of these funds.

Community Fundraising

This category represents the money raised through all activities carried out in Grade 6 (pizza lunch, Winterfest, Howl food etc.), and is held in each year's Quebec 20XX account. Monies in this account come from the school community at large and can only be used for the Quebec trip and the Quebec Futures Fund. These monies are not to be used for any other grade seven events such as grad or bike trips – those activities need to be funded separately.

A goal of \$40,000 is the recommended target for each year. This target assures that there are enough funds to carry out the planned activities and keeps the Quebec Futures Fund topped up. Additionally it ensures that there is a healthy base in the account should a grant not be awarded.

If a year exceeds its fundraising goal, the Quebec Committee will hold a full parent vote to determine where to allocate the extra funds, - an additional \$50 grant to all participating students, additional contribution to the Futures fund, or to PAC.

Grants

As outlined in the planning process – grants are applied for by Tennyson's Principal, with support from the Quebec Committee Chair or designate. There are three main granting bodies – SEVEC, 4H Clubs, and the YMCA. In addition to these main sources of funding, the VSB Modern Languages department sometimes has funding available of up to \$100 per travelling student.

If a grant is awarded the cost of airfares is covered directly by the funding agency. This is approximately one third of the cost of the trip and carries a value of around \$20k, however Tennyson does not receive this as cash. Sometimes the grant is limited to a certain number of students (usually 30). In cases where larger number of students are travelling, the annual Quebec budget has to cover the extra costs. This is another reason why the fundraising goal is kept purposely high.

In addition to paying for travel, the grant creates the opportunity for the actual exchange portion of the trip. Without the grant, it may not be possible to partner with another school and thus an alternate trip will need to be planned.

What Happens without a Grant?

If a grant is not obtained the nature of the trip changes significantly. Due to a variety of VSB regulations, it can be very difficult to arrange an exchange without the umbrella support of Heritage Canada. In such cases there are options such as EF Educational Tours that provide excellent, supervised trips designed to give students a unique cultural and educational experience.

Non-grant trips have a very different budget structure than grant trips. They tend to be more expensive than the exchange as airfare and accommodation need to be included, however TOC and local hosting are not required, which helps to balance things out. In a non-grant year, all community fundraising money is put toward the trip costs (no contribution to the Futures Fund) and the shortfall is covered by the Quebec Futures Fund

The Quebec Futures Fund and Committee

The Quebec Futures Committee was created in 2007 to respond to frustration over the extreme inequity between grant and non-grant Quebec years. It is a sub-committee of the Tennyson PAC and its goal is to provide stable resources (both financial and material) for Tennyson parents planning their student's Quebec trip.

The Tennyson Quebec Futures Fund is managed by the Quebec Futures Committee. It funds bursaries yearly for students who would not otherwise be able to participate. It also provides the bridge funds in non-grant years so that all families regardless of grant status pay the same \$450 trip fee.

As mentioned in the cost section, the fund gets its money annually from a transfer of the community fundraised money from every year that is successful in its grant application. The amount of the transfer is currently set at \$205/per participating student and is designed to build the Fund so that it could support a non-grant trip every five years (as well as on-going bursaries). The Fund will be capped when it can fund two consecutive non-grant trips.

A detailed outline of the Quebec Futures Committee, its mission, structure, and goals is available on the PAC website.

Appendix – References from Past Years (always evolving)

Below is a recommended timeline and a series of documents used in past years.

Timeline

Typical Quebec Planning Time Line

May grade 5 year – Optional* - create team who are keen to champion the Sports Day lunch. (Coordinate with lunch coordinator re ordering through Munchalunch).

Before sports day - establish two treasurers (even if it is temporary), open bank account (with 2 signees plus principal). Note, bank account needs to be linked to PayPal (currently talk to Jane Gardiner) Then **Run the Sports Day** (June – often the last Friday of school)

* Some years have found starting at the end of Grade 5 helpful; others have found that it extends the process too much. Advantage – gets you started when parents are starting to get excited about Quebec, also the event can make \$800-\$1000 and creates a great base for start up incidentals like cheques etc. Disadvantage – extends Quebec group commitments.

Regardless of Sports Day commitment. May is a good time to encourage a full parent meeting to start families thinking about Quebec and Fundraising.

Sometime between June and Sept establish exec. Have positions open still in Sept to include additional parents who want to participate.

GRADE 6 YEAR

Sept Exec meeting - place VSB order for Winterfest, and rent school. Use previous examples of order.

Sept - all grade 6 parents Info meeting. Staff and parents jointly (with kids describing experience). Sell the trip, fundraising. Set up commitment, participant agreement, contracts etc. There is a PowerPoint, that reviews the trip and the fundraising (Toni currently has this). Identify a Howl Food Champion.

Sept - Identify a lunch coordination team for Pizza lunch throughout year. Try to start by first week of October. This means you need to be organized by mid-Sept in order to open ordering in time for October lunches

Early OCT - identify someone to take over Pumpkin patch. Use Munchalunch to order pumpkins ahead of time (would need to be included with first lunch ordering session). Makes around \$700. Pumpkin patch occurs before pumpkin carving contest. Monday or Tuesday before the Howl is a good time.

OCT - Halloween Howl Food.

- Begin planning Winterfest. Identify champion, leads (baked goods, food, wine raffle and silent auction). Winterfest typically occurs first Friday of Dec (confirm with principal).

December - Winterfest. – see full Winterfest manual for details.

April / May - Grant writing. The principal fills out and submits the grant with parent support
- Spring Fling – food sales (though this is often done by PAC).

GRADE 7 YEAR

In fall - once grant status is confirmed, there are a number of tasks to be done (insurance, etc. - school will give exec a pack of stuff to be completed by parents / families)

After grant is given or not (Meeting held) - Usually run by teachers. This is where more detailed info regarding itinerary, behavioral contract, local hosting responsibilities, winter gear needs etc, are presented and discussed. It is helpful at this time to find a champion to coordinate the gift purchase to take for Quebec host families etc.

Once kids return from Quebec

Plan activities for hosting that occur AFTER school (Welcome dinner, beach BBQ, parent events. Coordinate with teachers re these events)

Likely will have some Exec meetings during this period to prepare for hosting.

After Spring break - Parents meeting (teacher run) - re hosting duties.

Usually May – host Quebec students in Vancouver.

NB- in the past - Entertainment Books were a part of QB Fundraising, however they are not a big money maker, and parents can find it annoying. With the advent of Munch a Lunch there has been a large increase in lunch orders, which now require much less work for a larger return.

If you send the books home, you make more money than offering the app but the staff prefers the books not to go home (as do most parents! For interested years – Entertainment books are done in September.

The Tennyson G drive contains many of the supporting event documents.

Sample Parent Participation Agreement

The 'flat fee' of \$450 per student came in to being after the 2015 year started their fundraising. The following participation agreement has been adjusted to reflect this change. More changes to this form are anticipated as it is the goal to shift the parent contribution collection to standard VSB field trip form.

Lord Tennyson Elementary School Quebec 2015 Parent Participation Agreement – December, 2014

As the parent(s) of a Grade 7 child who has the opportunity to go to Quebec on a cultural exchange in 2015, I/we acknowledge that:

A. Based on previous Quebec Trip budgets, approximately \$115,000 (\$2,300/child) needs to be raised to allow all interested children (on average 90% go) to participate on the Quebec 2015 exchange. Each family contributes a payment of \$450/child.

B. Attached is a Description of Fundraising Activities document, which forms part of this agreement.

Therefore, I/we agree and solemnly promise that:

I/we will pay the standard financial contribution and volunteer hours for Quebec 2015 fundraising activities (as partially described in the Description of Fundraising Activities).

Please circle one of the following payment plans you would like to choose:

- \$450.00 in five equal payments, post-dated cheques for Oct. 2013, Dec. 2013, February 2014, March 2014, and June 2014 (cheques payable to "Quebec 2015" and dated the 15th of each of the months noted)
- \$450.00 lump sum payment (no interest accrued if refund becomes an option) (cheque payable to "Quebec 2015" and dated on or before December 15, 2013)

Volunteer participation includes the four following contributions:

- Organizing at least one major facet of one fundraising activity or volunteering at least 12 hours at some other task in lieu; and
- Volunteering for at least 15 additional hours divided among 2 or 3 events; and
- Being present to work a significant portion of Winterfest (at least 3 hours); and
- Contributing food or baked goods for events and 3 items for the Winterfest auction and a minimum of 1 or 2 bottles of wine for the wine raffle. OR Option #2 I/we would like to make a larger financial contribution in lieu of reduced volunteer hours. My/our participation include the two following contributions:

- I/we will pay \$1,000 by December 15, 2013 and \$1,000 by June 15, 2014, for a total payment of \$2,000 (cheques payable to “Quebec 2015”), with approximately \$400-\$500/child additional monies if a grant is not received; and
- Contributing at least 10 hours of volunteer time to support the Quebec fundraising events throughout the year.

OR

- Option #3 My/our child will NOT be going on the Quebec 2015 Trip.
- If my/our child wants to participate in exchange events that happen in Vancouver, I/we will pay \$150 by January 15, 2015 towards my/our child’s participation (this fee will cover events and bus transportation); and
- I/we will contribute at least 10 hours of volunteer time to support the Quebec fundraising events throughout the year.

NOTE: Those families requiring bursaries or alternate payment plans please speak with Mme. Jacquie Lavoie. All requests will be kept confidential.

I/we have chosen Option # _____ (please fill in blank before signing) and I/we will fulfill the requirements of this option so that my/our child will be able to go on the Quebec 2015 exchange.

Child’s Name: _____

Parent Signature: _____

Parent Name (printed): _____

Email: _____

Parent Signature: _____

Parent Name (printed): _____

Email: _____

Date: _____

Please complete this form and submit your cheque by Thursday, January 15, 2015 into the Quebec 2015 drop-box outside the office.

Sample Student Behavioural Contract

Quebec Exchange 2015 École Lord Tennyson

Lord Tennyson Elementary School

1936 W 10th Avenue Vancouver, BC V6J 2B2(604) 713-5426 (604) 713-5428

Student Behavioral and Cultural Agreement

As of today, (print full date), I(print student's full name) agree to the following terms and conditions with regard to

My behavior at school and during the Quebec Exchange.

Students are expected to adhere to the following expectations. These expectations are in effect from TODAY ONWARDS, as well as DURING THE QUEBEC EXCHANGE (both the Quebec and Vancouver parts).

At all times, students are expected to adhere to our Code of Conduct by:

- Being fully engaged in every aspect of school and of the exchange
- Fully participating in activities and being an active participant leading up to and during the exchange by attending all meetings, communicating with Quebec twin before and during the exchange experience, participating in cultural outings, having a positive attitude even when things may be difficult, being appreciative and respectful toward host family, being a good host to twin, staying with twin at all times and including twin in all activities and social interactions with others
- Demonstrating respect for him/herself
- Demonstrating respect for others
- Demonstrating respect for the property of others
- Behaving in a safe and responsible manner
- Speaking in French at all times
- Maintaining an average standing of "Good" for work habits on all report cards and maintaining an average academic achievement of a minimum of "meeting" on all report cards (*Please note that individual academic concerns will be reviewed on a case by case basis) Infractions of our Code of Conduct and of these guidelines will be treated very seriously. Students will be allowed a maximum of two major infractions of

this agreement before being excluded from the Quebec Exchange. To be clear, the third major infraction will result in exclusion from the exchange. With any infraction of this agreement, parents/ guardians will be notified. A meeting with the Tennyson Quebec Exchange Staff Team and the parents will be arranged if warranted. The school will continue to work with students in preparing them for the Quebec Exchange, however it must be stressed that we will not allow the safety of the students nor the safety of and professional standing of our staff members to be compromised by any inappropriate or unsafe behavior. Any major infractions of these guidelines while in Quebec may result in a student being sent home early at the parent's/guardian's expense.

Student Signature _____ Division _____

Parent acknowledgement

I have read this agreement and discussed its meaning with my child and we agree to all of the conditions. It is understood that the signature on this behavioral agreement of one parent or guardian implies the consent of the other parent or guardian.

Parent/Guardian Signature _____ Date _____

Minor and Major Infractions:

We all make mistakes from time to time, which is why students are allowed two chances after poor behavior choices before being excluded from the exchange experience (which would happen upon a third incident). We also realize that not all behaviors are equal, and so here are some examples of minor infractions and major infractions.

Minor infractions will not count against a student's ability to participate in the exchange but will be closely monitored. A repeated minor infraction of any sort WILL count against a student's ability to participate in the exchange.

Major infractions will automatically count against a student's participation in the exchange. Remember, on the third major infraction, a student will be excluded from the exchange.

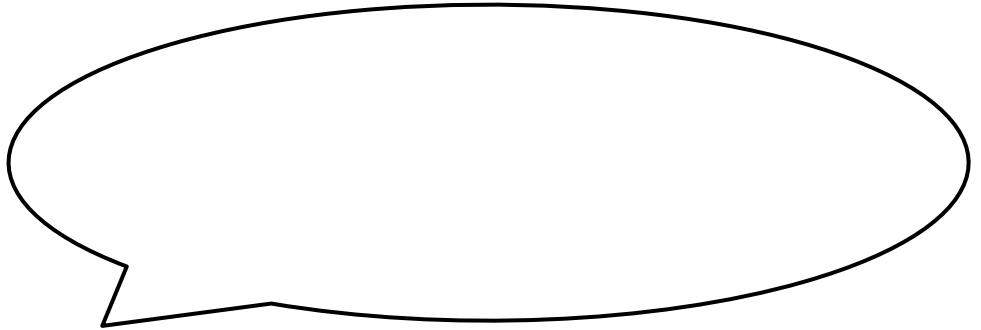
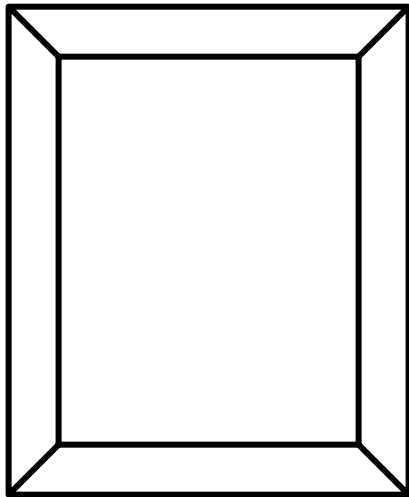
Minor infractions:

- Requiring a reminder to speak in French
- Not completing an assignment, or completing an assignment late
- A disrespectful encounter with peers

Major infractions:

- Lack of effort in using spoken French over an extended period (after multiple reminders to the student and after informing parents)
- Not completing multiple assignments, or handing in multiple assignments late
- Leaving the classroom or the school grounds without permission
- Unsafe behavior
- Irresponsible behavior on a fieldtrip
- Disrespect or disregard for an adult's request or instructions (adults include Classroom Teachers, Resource Teachers, Teachers on call, Supervision Aides, SSA's, Parent Volunteers, Counselors, Special Guests and Visitors, Vice Principals and Principals)
- Repeated disrespectful encounters with peers

Échange Vancouver/Québec 2015



Les membres de ma famille et animaux

Infos générales

Date de naissance : _____

Adresse : _____

Email : _____

Numéro téléphone (maison) : _____

Mes amis participant à l'échange

Ce que j'aime

Musique : _____

Films : _____

Romans : _____

Émissions télé : _____

Autres : _____

Les activités que je fais (sports, arts, musique, clubs, organismes, jeux vidéo)

Infos techniques

Allergies : _____

Médications : _____

Régime alimentaire: _____

Fumeurs dans ma maison : OUI NON

Personne à contacter en cas d'urgence : _____

Numéro de téléphone : _____

Signature d'un parent : _____

Signature de l'élève : _____

Sample Itinerary

Lord Tennyson and l'École secondaire de l'Aubier Cultural Exchange 2015 Hosting in Vancouver, British Columbia	
Wednesday, May 20th	<p>Students from QC land in Vancouver (3:59pm)</p> <p>Students from QC arrive at Lord Tennyson School via bus (5:00pm)</p> <p>Welcome and snack with all students and families (5:00-6:30pm)</p>
<p>Thursday, May 21st</p> <p>Student and twin will need :</p> <ul style="list-style-type: none"> -healthy snacks and lunch -weather appropriate clothing (waterproof jacket, rainpaints, umbrella or hat, sunscreen) -footwear appropriate for walking/running/playing -bathing suit and towel 	<p>Students arrive at school at 8:45am (Mme Teckert's classroom, Room 214)</p> <ul style="list-style-type: none"> ✓ Welcome assembly (9:00-9:30am) ✓ Tour of Lord Tennyson, class visits (9:30-10:00am) <p>Bus to Jericho Beach</p> <ul style="list-style-type: none"> ✓ Shoreline Cleanup at Jericho Beach and then free time (10:30am-12:00pm) ✓ Lunch at Jericho Beach from (12:00-12:45pm) ✓ Stand up paddling at Jericho Beach from (1:00-2:45pm) <p>Arrive back at Lord Tennyson by bus for 3pm</p>
<p>Friday, May 22nd</p> <p>Student and twin will need :</p> <ul style="list-style-type: none"> -healthy snacks and lunch -weather appropriate clothing (waterproof jacket, rainpaints, umbrella or hat, sunscreen) -footwear appropriate for walking 	<p>Students arrive at school at 8:30am (Mme Teckert's classroom, Room 214)</p> <p>Leave the school by bus at 8:45am</p> <ul style="list-style-type: none"> ✓ Visit to Grouse Mountain (9:30am-2:30pm) ✓ This visit includes the Owls of Grouse Mountain program, the Hiwus Feasthouse Presentation and the Lumberjack Show. <p>Leave by bus at 2:30pm</p> <p>Arrive at Lord Tennyson at 3:30pm</p>
Saturday, May 23rd and Sunday, May 24 th	Activities at home with families
<p>Monday, May 25th</p> <p>Student and twin will need :</p> <ul style="list-style-type: none"> -healthy snacks and lunch -weather appropriate clothing (waterproof jacket, rainpaints, umbrella or hat, sunscreen) -footwear appropriate for walking and biking 	<p>Students arrive at school at 9:00am (Mme Teckert's classroom, Room 214)</p> <p>Leave the school by bus at 9:15am</p> <ul style="list-style-type: none"> ✓ Arrive at English Bay Bike shop at 9:30am ✓ Biking around Stanley Park at 9:45am ✓ Snack at totem poles at 10:15am ✓ Lunch outside of the Aquarium at 12:00pm ✓ Aquarium visit at 1:00pm ✓ Finish Stanley Park bike tour from 2:30-3:00pm, return bikes and meet bus at 3:15pm

	Arrive at Lord Tennyson at 3:30pm
<p>Tuesday, May 26th Student and twin will need : -healthy snacks and lunch -weather appropriate clothing (waterproof jacket, rainpaints, umbrella or hat, sunscreen) -footwear appropriate for walking/running/playing</p>	<p>Students arrive at school at 8:45am (Mme Teckert's classroom, Room 214) Leave the school at 9:00am (public transit to Waterfront Station)</p> <ul style="list-style-type: none"> ✓ Guided tour of Gastown and Chinatown 9:30-11:30am ✓ Lunch on the Aquabus at 11:45am ✓ Quick visit of Granville Island at 12:15pm ✓ Meet for Dragonboating at 1:00pm <p>Take public transit back to Lord Tennyson at 3pm for arrival back at the school for 3:30pm</p>
<p>Wednesday, May 27th Twins will require a healthy packed lunch with lots of snacks as their travel day will be very long. Please remember not to pack juice boxes or other pre-packaged drinks; empty water bottles only!</p>	<p>Meet at Lord Tennyson (6:40am)</p> <p>Qc students leave Lord Tennyson by bus (7:10am)</p> <p>Flight leaves (9:10am)</p>

Sample Budgets

Draft Q2016

**LORD TENNYSON QUEBEC 2016 EXCHANGE
PRELIMINARY BUDGET**
Assumes all 41 students enrolled in Grade 6 participate
Assumes grant application accepted
Draft dated October 6, 2014

FUNDS ANTICIPATED					
Parent Contributions (41 students x \$450) Held In Trust					\$ 18,450
FUNDRAISING					
Howl Food					\$ 1,000
Pizza Lunches					\$ 20,000
Winterfest					\$ 10,000
Others TBD					\$ 1,500
TOTALS					\$ 50,950

TOTAL COSTS (NOT INCLUDING THOSE COVERED DIRECTLY BY THE GRANT)					
OUTBOUND COSTS (QUEBEC)					
TEACHER /CHAPERONE COSTS	Item	Quantity	Unit	Unit Cost	Estimate
Chaparone Hotel		5		\$ 750	\$ 3,750
Chaparone per diem		5		\$ 60	\$ 2,400
Chaparone Misc					\$ 200
Chaparone daily ground travel (7full, 2half)	provided locally				
Chaparone gifts		5		\$ 100	\$ 500
Substitute Teachers (not required if all students participate)					
EXCHANGE ADMIN & TRAVEL COSTS					
SEVEC application Fee		1		\$ 50	\$ 50
SEVEC Fee		41		\$ 50	\$ 2,050
Postage for Grant					\$ 50
Travel Insurance		46		\$ 45	\$ 2,070
Travel to YVR/from YVR					\$ 500
Day of travel Meals-out and back	provided by families				\$ -
Return Day Snacks					\$ 75
MEMENTOES/GIFTS					
Tshirts/Toques					\$ 800
Host Gifts		41			\$ 1,500
Misc					\$ 1,000
TOTAL OUTBOUND COST					\$ 14,945

INBOUND COSTS (VANCOUVER)					
TEACHER COSTS					
TOC for Vancouver visit					\$ 4,000
Quebec Teacher Bus Tickets					\$ 100
Quebec Teacher Lunches					\$ 150
GENERAL COSTS					
Lanyards, pins					\$ 500
Photo momento					\$ 250
Transport To and From Airport					\$ 500
Misc					\$ 500
ACTIVITY COSTS					
Arrival Reception					\$ 1,500
BBQ					\$ 1,500
Farewell Dinner					\$ 2,500
In Town Excursions - 4-5					\$ 7,500
Includes transport, tickets, snacks					\$ 7,500
Out of Town Day Trip Excursion					\$ 5,000
(includes transport, tickets, snacks, meal out)					\$ 5,000
TOTAL INBOUND COST					\$ 24,000

OTHER COSTS					
Contribution to the Quebec Futures (contractual)	41	\$ 205			\$ 8,405
Bank Charges					\$ 200
Misc supplies /etc					\$ 500
TOTAL MISC COSTS					\$ 9,105

TOTAL COSTS (not including costs covered directly by the Grant)					\$ 48,050
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NET REMAINING					\$ 2,900
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Income Q2015

Quebec 2015 Fundraising Income
As at June 10, 2014

<u>Category</u>	<u>Income</u>
Sports Day	\$ 1,455.32
Welcome Back BBQ	1,396.71
Entertainment books	2,091.02
Clothing drive	515.00
Howl Dinner and Bakesale	1,390.82
Pumpkin Patch	721.00
Parent's Night Out	220.00
Purdy's Chocolates	2,064.54
Grades 5-7 Dance	173.28
Winterfest:	
50-50	328.00
Activities	275.00
Auction	5,801.32
Bake sale	779.25
Book Sale	85.78
Food	1,146.25
Hair feathers	60.00
Setup / Supplies	(624.18)
Sound	(135.52)
Crafts	84.55
Wine Raffle	6,246.99
Total Winterfest	<u>14,047.44</u>
Pizza Lunches:	
Session 1 (Oct 2013 - Jan 2014)	9,538.05
Session 2 (Feb - Mar 2014)	3,840.59
Session 3 (Apr - June 12, 2014)*	6,592.17
Total Pizza Lunches	<u>19,970.81</u>
Total income from fundraising events	<u>44,045.94</u>
Other Quebec income/expenses:	
Income:	
Bank interest	22.19
Misc Donations	174.25
Total other income	<u>196.44</u>
Expenses:	
Bank charges (cheques)	(154.53)
Quebec meeting expenses	(144.41)
Grant application fees**	(600.00)
Miscellaneous	(53.87)
Total other expenses	<u>(952.81)</u>
Quebec 2015 Fundraising Income	<u>\$ 43,289.57</u>

* Estimate

** Refundable if grant not approved.

Trip Expenses
Q2015

**Quebec 2015 Exchange Expenses:
Confirmed 23/37 Participants (7 Nights and 8 Days)**

		Budgeted	Actual
Teachers (3)	Per Diem @ \$65/day	\$1,560.00	
	Rooms (3) @ \$140/night	\$2,940.00	
	Substitutes (3) @ \$300/sub for 6 days	\$5,400.00	
	Communications *	\$100.00	
	Ground transportation *	\$150.00	
		\$10,150.00	
Student Costs (23)	Exchange Fee @ \$50/student	\$1,150.00	
	Spending money @ \$100/student	\$2,300.00	
	Transportation to/from airport	\$400.00	
	Student IDs	\$50.00	
	Quebec Futures @ \$205/student	\$4,715.00	
	Meal on travel day *	\$450.00	
		\$9,065.00	
Miscellaneous	Gifts for hosts and host chaperones (26)	\$1,430.00	
	Host Grants for multiple guests *	\$400.00	
		\$1,830.00	
<hr/>			
Total Expenses:		\$21,045.00	

* denotes contingency items (total \$1100)

**This draft was developed in consultation with Mme Loreau and Mme Lavoie
and reflects past expectations and real numbers.**

Exchange 2015
 → Quebec Portion
 only in (Feb 2016)

	Budgeted	Actual
Teachers		
Teachers (3)		
Per Diem @ \$65/day	\$ 1,560.00	
Rooms (3) @ \$140/night	\$ 2,940.00	
Substitutes (2) @ \$300/day max (6days)	\$ 3,600.00	
Rest day for 3 returning teachers max	\$ 900.00	
Communications *	\$ 100.00	
Ground transportation *	\$ 150.00	
	\$ 9,250.00	
Parents		
Parents (23)		
Exchange Fee @ \$50/student	\$ 1,150.00	
Spending money @ \$100/student	\$ 2,300.00	
Meal on arrival *	\$ 345.00	
Transportation to airport *	\$ 200.00	
	\$ 3,995.00	
Hosts		
Hosts (28)		
Gifts for hosts and host school (28) @ \$	\$ 1,120.00	
Shipping *	\$ 200.00	
Host Grants (for multiple guests) *	\$ 100.00	
	\$ 1,420.00	
Trip DVD / Digital Presentation	\$ 100.00	
Gifts for our Chaperones and Admin Staff	\$ 200.00	
Lanyards, t-shirt requested by Tennyson	\$ 575.00	
	\$ 875.00	
ND TOTAL:	\$15,540.00	