

## **SCHOOL COUNCIL INVITATION TO RUN LETTER**

[Date sent home]

Dear Parents/Guardians:

The time has come to choose the parents and/or guardians who will sit on the School Council at [school name]. There will be [number of] parents chosen for the school council. I invite you to consider being a candidate to become a parent/guardian representative on our school council.

What does a member of the School Council Do?

- Attend at least four meetings per year or as called by the council.
- Assume the responsibilities as outlined in the attached brochure.
- Encourage families to become involved in the school and to promote school activities.
- Respond to requests for input from the Board and/or the Ministry of Education.

Procedure:

1. If you currently have a student enrolled in this school you are an eligible voter, and you are also eligible to submit the attached candidacy form to run in the elections.
2. If it is your intention to run as a parent/guardian candidate, you must return this form by 4:00 p.m. on September [due date]. [If NOT HAVING a forum include: "Please also complete and return the attached Candidate Information Form as well, to let our voters know a bit about you."]
3. Confirmation of receipt of your filed candidacy form will be forwarded to you by September [confirmation date].
4. A slate of candidates will be sent to all parents indicating the names of parents who have proposed their candidacy. This notice will be sent home on September [proposed date]. [If HAVING a forum include: "At that time, you will also be invited to a candidates' forum to be held at [time on date]." If NOT HAVING a forum include: "This notice will also include candidate information forms to help inform your decisions as a voter."]
5. Any eligible voter must come to the school to vote on September [date] or forward their ballot in a sealed envelope by 4:00 p.m. on this same day or submit their vote by electronic means.
6. The ballots will be counted by myself and up to three parents who are not seeking election.
7. The successful candidates will be advised on the evening of September [date], and their names will be shared with the school community and posted on the school bulletin board.

[Name], Principal  
[School Name]