

SUBJECT: Place your 2023/24 School Supply Order - A DPAC fundraiser!

Greetings incoming and returning Doncaster families -

Here's a note on something you're probably not thinking about yet: next year's school supplies!

Doncaster's PAC has a long history of partnering with local business Monk Office to simplify families acquiring the next grade's school supplies. Prices are discounted, and the bulk order raises funds for our PAC school projects too. *Affordability funding to cover school supply costs is available to Doncaster families as needed. Please contact Cindy Harte at charte@sd61.bc.ca to arrange this support.*

The **fundraising window** starts **now until Wed July 19th**. Online orders submitted after that are welcome, though will not contribute to the fundraiser.

As usual, we've loaded each grade online with all the recommended and optional items on the attached supply list from next year's teacher. (*Suitable substitutions were made based on supply.*) In response to parent feedback, we've again made the ordering flexible so that forgoing reusable items acquired in previous grades (such as scissors and rulers) is possible. ALL grade items are set as "optional" to give you choice within the kit.

Pick-up information: At check-out, families can choose between pick-up at a Monk Office location of their choice, or to have their order delivered directly to Doncaster school. This year, the bulk order will arrive for distribution during the first week that school is in session in September.

****Ordering Instructions****

1. Go to bts.monk.ca and then click "**shop**" which is in the topmost menu. (Do not try to enter through "PAC ADMIN LOGIN" on the bottom of that homepage. That won't get you to the order page.)
2. Next enter the **PAC code** which is **2F2661**.
3. From the dropdown menu under "**Available Kits**", select your student's **upcoming grade** in French or English stream.
4. Below, **enter Student Name** with that child's first and last name.
5. Select "**Add kit to cart**". (Note: this will add an empty kit. This is normal.)
6. Scroll further down below "Add kit to cart" to see all the items recommended for your child's upcoming grade. Now you get to **choose** which of the **items** you'd like to fill the kit. Many people will select all items. Others will have some items to reuse from previous years so they will be more selective. (Selecting the \$5.00 donation labeled as "PAC fundraising fee" is also optional.)
7. Finally, proceed to "**view cart**". (You can adjust item quantities here.) Go to "**checkout**".

Questions or challenges with your order? Jennifer Subasic at Monk Office is happy to help at hello@monk.ca or call the Customer Experience Team at 1-800-735-3433.

Thank you for supporting your school community through the Doncaster PAC!

Sincerely,
Laura Mercer - DPAC member at large
DPAC email: dpac.doncaster@gmail.com