



VICTORIA
CONFEDERATION
OF
PARENT ADVISORY COUNCILS
556 BOLESKINE ROAD, VICTORIA, BC V8W 2R1
TELEPHONE (250) 475 4193
WWW.VCPAC.CA

COMMUNICATION TOOLKIT

EMAIL SERVICE

VCPAC's email service provides an email address for each PAC in our district and remains constant as PAC executives change. This is a great way to communicate with your school families, and all other school-related contacts. It is expected that the PAC President, or another member assigned to this task, will check the email service on a regular basis. Please note: if you are already using another preferred service for your PAC email, send us your PAC email address and we will update our database to ensure you are receiving information sent by us.

Internet address to check your PAC email

www.vcpac.ca

On the left side, there will be a PAC Webmail box.

username: _____
password: _____

Enter your information and click on the "Login" button. From this page, choose the program you wish to use to view your mail, such as Horde. You may also change your password and set up forwarding from this page.

Note: Forwarding can be set up for multiple email addresses. As this service has been in place for a while, please delete any emails you no longer need before you set up forwarding.

MAILING LISTS AND LISTSERVS

1. A Victoria PAC Executive Listserv is currently being re-created. This will allow PAC Executive members from different schools to email each other. When one of the members on the listserv posts a message you will automatically receive it in your email inbox and can reply. This listserv will allow members to communicate on current issues, share ideas, opinions and other educational information. If you would like to be added to this list, send an email to info@vcpac.ca subject: add to listserv
2. School Mailing Lists - parents can sign up to receive notices from their own PAC through email. These lists are confidential and will be moderated by individual PACs. To access this service, your PAC will require a moderator who will handle subscription requests and



STUDENTS FIRST

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will send out your notices to your members. This can be a shared position, just send the email address(es) of the moderator(s) to info@vcpac.ca to begin. All options have been pre-set for simplicity but can be changed by the moderator. A tutorial is available at: http://www.vcpac.ca/documents/Information/Resources/Mailing_List_Tutorial.pdf If your PAC prefers, this service can be altered to a listserv format.

WEBSITES

The VCPAC website can be found at: <http://www.vcpac.ca>. It is a great resource for PACs and parents.

VCPAC can provide webhosting for PACs at no charge. There are two options for this:

1. PACs may upload their own html or php site
2. PACs may have access to programs such as Joomla, Drupal, and phpWiki

These will be set up as a subdomain. If a PAC chooses to purchase a domain name, they may direct it to their subdomain on our site.

SNIPS

SNIPS is a weekly email newsletter sent out on Mondays by VCPAC with District and Provincial updates, information and events. To subscribe, go to: www.vcpac.ca. This service is available to the public and is a great way for parents to stay informed. If you know of any educational events you think would be of interest to parents, please forward the information to info@vcpac.ca

CALENDARS

VCPAC has three calendars on it's site.

The VCPAC calendar lists district meetings and events.

The PAC calendar lists PAC meeting dates so PACs and VCPAC can take these dates into account when planning events. If your PAC changes their meeting dates, please send us a note so we can update this calendar.

The community calendar is a place where events can be posted and shared with the community. For example, if you are holding a Spring Fair that is open to the public, you may want to advertise it here (commercial advertising is not permitted). The calendar can be accessed from our website under Calendar > Community Calendar.

We encourage you to take advantage of these services to help improve communications with your families. Posting your PAC email, and your mailing list sign up address in your school/PAC newsletters and on your school/PAC website is a great way to start!