



# HILLHURST SCHOOL COUNCIL & SOCIETY

How you can be involved

[www.hillhurstschoolcouncil.com](http://www.hillhurstschoolcouncil.com)

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# Parents make a difference!

## Why get involved?

Studies show that students benefit when their parents or guardians actively support their success at school. Students who have positive parent/guardian involvement are more likely:

- to be motivated
- to earn higher grades
- to have better behaviour and social skills
- to continue their education to a higher level

## How can I get involved?

- Talk to your child about their day at school
- Make sure there is a quiet place set aside to do homework
- Help with homework
- Meet with teachers
- Volunteer for field trips and school activities
- Volunteer on School Council

Hillhurst School Council invites you to support your student's learning by finding something you can volunteer with to help make a difference. This booklet briefly summarizes some ways you can be involved in your student's school. Full details can be found on [www.hillhurstschoolcouncil.com](http://www.hillhurstschoolcouncil.com). If you have any questions at all, or you can think of another way you'd like to help, please feel free to talk to any member of the School Council executive or email [hillhurstschoolcouncil@gmail.com](mailto:hillhurstschoolcouncil@gmail.com).

Along with the teachers, parent volunteers work together to enhance our students' learning during their time at Hillhurst School.

# School Council & Society

## Volunteer Opportunities

### EXECUTIVE VOLUNTEERS

#### **CHAIR (mandatory)**

Liaise with the school community, principal and teachers. The Chair is the representative that promotes community, volunteerism and engagement in school activities.

#### **TIME COMMITMENT (Approximately)**

Variable. 2-3 hours/wk responding to email communications and preparing agendas & reports; 1-2 hours/wk at the school talking to principal or school members; 2-3 hours/month for monthly school council meetings

**# VOLUNTEERS:** 1

#### **LOCATION OF ROLE**

Home; school - monthly council meeting, plus occasional meetings with the principal as necessary (flexible)

#### **TASKS OR DUTIES**

- Prepare agendas for school council meetings (gathering reports from School Council Leads)
- Chair school council meetings
- Ensures minutes of school council meetings are recorded, maintained and posted
- Ensures there is regular communication with the school community and principal
- Prepares and files an annual report with the school board (principal)
- Is the official spokesperson for the school council unless another person is identified

**VICE CHAIR (mandatory):**

Assists the Chairperson with their responsibilities as determined by the Chairperson

**TIME COMMITMENT (Approximately)**

Variable. 1 hour/wk responding to email communications and preparing agendas & reports; 1-2 hours/month at the school talking to principal or school members; 2-3 hours/month for monthly school council meetings

**# VOLUNTEERS: 1**

**LOCATION OF ROLE**

Home; school - monthly council meeting, plus occasional meetings with the principal as necessary (flexible)

**TASKS OR DUTIES**

Will assume the duties of the Chairperson in their absence

**TREASURER (mandatory)**

A mandatory role to keep the Society's active status. The Treasurer is one of the two cheque signers for General and Casino bank accounts.

**TIME COMMITMENT (Approximately)**

Throughout the year, Less than 2 hours/wk except year end in September or Casino reporting time. At year end, an extra 5 hours are needed for the annual society filing in October and 5 hours for Casino reporting

**# VOLUNTEERS: 1**

**LOCATION OF ROLE**

Home; school - once a week to pick up receipts / drop off cheques; once a month for council meetings.

**TASKS OR DUTIES**

- Write and sign cheques when needed
- Budget planning at the beginning of the school year and monitor actual spending against budget during the year
- Prepare monthly spending report and present it at school council meeting

- File Society Annual Return and Casino Reports at period end

### **SECRETARY (Mandatory)**

Acts as a recorder at each meeting and ensures the meeting minutes are accurate.

### **TIME COMMITMENT (Approximately)**

2 hours to attend meeting, 2-3 hours to compile notes into minutes,  
Total of 3-5 hours monthly throughout the school year

**# VOLUNTEERS - MINIMUM #: 1; IDEAL #: 2**

### **LOCATION OF ROLE**

Home; school - monthly council meeting attendance is required.

### **TASKS OR DUTIES**

- Have a sign-in sheet available for attendees at the meeting.
- Record the meeting and ensure that minutes accurately reflect discussion.
- Keep minutes, correspondence, and records (including copies of school council annual reports) filed in an orderly, publicly-accessible fashion, in accordance with the Personal Information Protection Act.
  - Hard copies are maintained in a binder at the school
  - Online copies of the minutes are available on-the school website
  - Also includes reports from portfolios and other parent activity groups
  - Maintain minutes for Hillhurst School council as well as the Hillhurst School Society

### **KEY COMMUNICATOR**

Serves as link between individual school councils and the school district. Read more about the role of Key Communicator on the CBE website. [http://www.cbe.ab.ca/parents/School\\_Council/kc\\_role.asp](http://www.cbe.ab.ca/parents/School_Council/kc_role.asp)

**TIME COMMITMENT (Approximately)**

4 hours/year to attend the Council of School Councils meeting; 1 hour/month to read and share information from the CBE; 1 hour/month to create report; 1½ hours/month to attend Hillhurst School Council meeting.

**# VOLUNTEERS: 1**

**LOCATION OF ROLE**

School - once a month; CBE Building twice per year, Mount View School 2-3 times per year (optional).

**TASKS & DUTIES**

- Keep contact information for Hillhurst School Council current with the CBE.
- Meetings: Hillhurst School Council meeting once a month, two board-wide “Council of School Councils” meetings per year, and approximately two smaller Trustee-hosted meetings per year (optional).
- Share information from Meetings and monthly CBE Key Communiques with Hillhurst School Council, create monthly Key Communicator Report, and post information to the school council website.

**ALBERA SCHOOL COUNCIL ASSOCIATIONS (ASCA) REPRESENTATIVE**

Act as Hillhurst School Council’s contact person and receive their monthly e-newsletter. Read more about the role of the ASCA on their website. <http://www.albertaschoolcouncils.ca/>

**TIME COMMITMENT (Approximately)**

1 hour/month to read and share e-mail communications from ASCA.

**# VOLUNTEERS: 1** (Role can easily be combined with Key Communicator role)

## **LOCATION OF ROLE**

Home.

## **TASKS & DUTIES**

- Keep contact information for Hillhurst School Council current with the ASCA, and sign up for their e-news updates.
- Keep Hillhurst School membership and annual ASCA dues paid in full, and share website login information (username & password) with School Council Chair.
- Share ASCA e-news updates with other members of School Council.

## **The CALGARY ASSOCIATION OF PARENTS AND SCHOOL COUNCILS (CAPSC) REPRESENTATIVE**

Act as Hillhurst School Council's contact person and receive their monthly e-newsletter. Read more about the role of CAPSC on their website. <http://capsc.ca/>

## **TIME COMMITMENT (Approximately)**

2 hours/month to attend CAPSC meeting; 1 hour/month to read/share newsletter.

**# VOLUNTEERS: 1**

## **LOCATION OF ROLE**

A.E. Cross School - One CAPSC meeting per month

## **TASKS & DUTIES**

- Keep contact information for Hillhurst School Council current with CAPSC, and sign up for monthly e-newsletter.
- Keep Hillhurst School membership and annual CAPSC dues paid in full.
- Attend monthly CAPSC meeting at A.E. Cross School Library, and share that information and the e-newsletter with Hillhurst School Council.

## **GATE PARENT ASSOCIATION REPRESENTATIVE**

The GATE Site Representative is an elected position through the GATE Parent Association (GPA). The (GPA) is a volunteer-run society of parents whose children attend the GATE Program in our CBE schools. We are comprised of parents from all GATE school sites and our overall mandate is to support this Special Education program, and ensure it is accessible to all students who require it. The Association is run by an elected Executive (2yr term) and an appointed Board (1yr term).

### **TIME COMMITMENT (APPROXIMATELY)**

Dependent on needs of administration and council. Would never exceed 5 hours per month.

**# VOLUNTEERS - MINIMUM #: 1; IDEAL #: 3**

### **LOCATION OF ROLE**

School - for meetings; offsite - for meetings.

### **TASKS OR DUTIES**

- Act as liaison between the GPA, the GATE school, and their local parent council (PAC); would attend local PAC meetings, and GPA Business and Executive/Board meetings, sharing pertinent communications between all.
- Establish communication with their school's administration and GATE Curriculum/Learning Leader; meeting topics might include:
  - Site-level program news/issues
  - Concerns/questions raised by GATE parents
  - General funding available to support teacher Professional Development
  - GATE casino funding expenditures including: dollar amounts available, deadlines for spending, support with invoices and reimbursements, etc.
- Provide brief reports/updates regarding their school site to the GPA Executive/Board, when requested (approximately 4x per year);
- Ensure information designated for the GPA is collected and distributed to the appropriate GPA member (i.e.: Casino expenditures are forwarded to Treasurer, etc.);
- Participate as a member of the GPA 'Board' and participate in GPA Board activities, such as: goal-setting, coordinating programs for parents, and other events which support our mandate;



- Participate in local Council activities/initiatives, to support the cohesive fabric of the school
- Participate in their school's Information Nights or Open-House events, to help provide information and welcome to new GATE Program parents.

# EVENTS & PROGRAMS VOLUNTEERS

## **FUN LUNCH ORGANIZERS**

One day each month during the school year, students are invited to participate in our “Fun Lunch”. Families can sign up for fun lunch so that students can enjoy a meal delivered to their desk at lunchtime by volunteers. Volunteers organize monthly “Fun Lunch”.

### **TIME COMMITMENT (Approximately)**

Monthly (Sept-June), 9-11 hours, divided between 2-3 people

**# VOLUNTEERS - MINIMUM #: 1; IDEAL #: 3**

### **LOCATION OF ROLE**

Home; school - copy and distribute agenda flyers to classes; serve Fun Lunch to kids.

### **TASKS & DUTIES**

- Food vendor communications, serving Fun Lunch (total: 4-5 hours monthly)
- School communications (writing flyers, copying and distributing to classes), serving Fun Lunch (total: 2 hours monthly)
- Volunteer scheduling, Costco shopping for side items
- Serving Fun Lunch (3-4 hours monthly)

## **GRANDPARENT READING ORGANIZERS**

Every Wednesday for ½ hour from October to May, students are matched up with community “Grandparent” volunteers to read and play games. Grandparent snacks are organized through volunteer contributions from the wider school population.

### **TIME COMMITMENT (Approximately)**

- 5-8 hours setting up the year (mainly September but again in February)
- 4 hours every Wednesday- 8:30-12:30
- 1-2 hours each week admin / communications

**# VOLUNTEERS - MINIMUM #: 1; IDEAL #: 3**

**LOCATION OF ROLE**

Home; school - weekly presence at school

**TASKS & DUTIES**

- Recruit grandparents initially to be part of the program; ongoing grandparent communication
- Set up yearly snack list and recruit snack volunteers via Signup Genius.
- Prepare and adjust weekly reading schedule based on any changes. Half way through the year, create new schedule
- Greet and help Grandparents through the morning.
- Prepare and set out food and refreshments on Grandparent reading day.
- Clean up games and food after event.
- Take stock of games. Check for missing pieces.
- At Christmas and end of year, organize special presentation for Grandparents.

**STAFF APPRECIATION ORGANIZERS**

Coordinate a lunch for all teachers and staff-to enjoy during a weekday. The “learning commons” is decorated according to a special theme and parents bring food that is served buffet style.

**TIME COMMITMENT (Approximately)**

- 2-3 times a year (November and March or April)
- 1 whole school day for set-up and clean-up plus a few hours of shopping and planning before

**# VOLUNTEERS - MINIMUM #: 24; IDEAL #: 32**

**LOCATION OF ROLE**

Home; some shopping required; school - the day of the lunch

**TASKS & DUTIES**

- Create invitations for teachers and staff-~~and teachers~~

- Send out call for food to all parents on a Sign-Up Genius
- Shop for decorations
- Decorate, Set the tables, Organize food items, Clean up

## **OUTDOOR MAINTENANCE ORGANIZERS**

The Grounds around Hillhurst School need to be beautified beyond what CBE provides as ground maintenance services. We are responsible to prune, weed, mow and care for the area South of School and around the West Playground.

### **TIME COMMITMENT (Approximately)**

1 hour / wk during growing season from May to October, shared by volunteers in this portfolio. Possibly a few hours extra for a bigger project. This includes the summer holiday time.

**# VOLUNTEERS - MINIMUM #: 1; IDEAL #: 2**

### **LOCATION OF ROLE**

Home; school grounds;

### **TASKS & DUTIES**

- Keep list of garden duties and current overview of garden needs
- Coordinate volunteers to perform garden duties and larger projects, as needed
- Coordinate grounds maintenance schedule for summer holidays
- Work on garden maintenance duties on a regular basis
- Communicate with council, school and CBE regarding grounds maintenance needs

## **FAMILY DANCE ORGANIZERS**

Organize two family dances each school year – a Halloween Dance at the end of October and a Spring Dance during June (usually the Friday before the last week of school). The dances have a theme, live DJ and lightshow, a concession, and are typically held on a Friday evening between 7:00-9:00 p.m. in the school gym.

### **TIME COMMITMENT (Approximately)**

Lead Organizer(s) – 5-7 days

**ORGANIZERS - MINIMUM #:** 1; **IDEAL #:** 3~~2~~ to lead Committee of 6+

**LOCATION OF ROLE**

Home; school;

**TASKS & DUTIES**

- Choose themes
- Book the gym with the School Office
- Book DJ
- Shop for concession items
- Sign-up Genius for Grade 6 Volunteers for concession and Parent Clean-up Crew
- Check insurance
- Recruit volunteers for poster/dance communications,

**WELCOME HUT ORGANIZERS**

Welcome back tent set up outside on the first day of school to welcome back returning families and greet new families. Homemade baked goods and tea/coffee and greet parents. Council members are on hand to greet and give out information about school council activities.

**TIME COMMITMENT (Approximately)**

1-2 days prior to beginning of school year in addition to first day of school

**# VOLUNTEERS - MINIMUM #:** 1; **IDEAL #:** 2

**LOCATION OF ROLE**

Home; requires driving, shopping, picking up donations; school - first day of school;

**TASKS & DUTIES**

- Obtain updated school council brochures for distribution at hut
- Coordinate baking volunteers about two weeks prior to school start
- Coordinate school council volunteers to attend

- Secure refreshment supplies
- Get coffee (buy or get donations) and condiments
- On the day: set up tent, tables, supplies, refreshments at 8am
- Day of: 8:30 to 9:30 or longer

## **CAREER DAY ORGANIZERS**

This is a career morning from 9 - 10:30 am where volunteers present their occupations in three 20 minute presentations to the children.

### **TIME COMMITMENT (Approximately)**

Varies. Approximately 15 minutes a week from March to May.

**# VOLUNTEERS - MINIMUM #: 1; IDEAL #: 2**

### **LOCATION OF ROLE**

Home; school - the day of the event (the organizer does not have to be at the event)

### **TASKS & DUTIES**

- Recruit and organize approximately 15 - 20 DIFFERENT career volunteers to present to the K - 6 students
- Respond to emails of people interested in presenting, recruit interesting careers for the students to hear about (this may involve asking some friends or approaching companies directly)
- Compile list of speakers and coordinate with the school for equipment needs.
- Be at the event to meet and greet the presenters.

## **SPORTS DAY ORGANIZERS**

This is a full day event in June, featuring 18 – 22 different games and activities for the students. These range from dodge ball, hurdles, basketball to mini marathon. A guest speaker involved in sport tops off the day.

### **TIME COMMITMENT (Approximately)**

Advance planning about 2 months (April – June). 6 hours of meetings & 2 days organizing supplies prior to event, 4 hours day before and 8 hours day of event.

**VOLUNTEERS - MINIMUM # OF ORGANIZERS: 1; IDEAL # OF ORGANIZERS: 2** to lead Committee of 10

### **LOCATION OF ROLE**

Home; school - initial meetings, checking supplies;

### **TASKS & DUTIES**

- Decide on sport day activities
- Assign key coordinator roles
- Organize equipment and necessary supplies for the day of
- Get a guest speaker for the day
- Get Sponsors for food
- Communicate with school via newsletter and parent council
- Send out call for volunteers and assign them to events
- Set-up and take-down

# **ADMINISTRATIVE VOLUNTEERS**

## **COMMUNICATIONS COORDINATOR**

Supports School Council and Society communication needs to make sure all School Council and Society stakeholders (including parents, school staff, and community members) receive effective and timely two way communications.

### **TIME COMMITMENT (Approximately)**

2-3 days monthly plus attending the monthly School Council meetings.

**# VOLUNTEERS - MINIMUM #: 1; IDEAL #: 1**

### **LOCATION OF ROLE**

Home; school for monthly council meetings;

### **TASKS & DUTIES**

- Design, layout and edit monthly school council newsletter pages with submissions from Council contributors.
- Update and maintain Hillhurst School Council's website.
- Prepare communication material for School Council and Society use, as needed

## **COMMUNITY NEWSLETTER CONTRIBUTOR**

The Hillhurst Sunnyside Community Association publishes a Monthly Newsletter called the Voice. School Council uses this tool to promote and report on school activities to the community.

### **TIME COMMITMENT (Approximately)**

1 to 2 hours per month.

**# VOLUNTEERS - MINIMUM #: 1; IDEAL #: 1**

### **LOCATION OF ROLE**

Home.



## **TASKS & DUTIES**

Write an update of school activities and achievements for the previous month for the Hillhurst Voice to be submitted by the 5th of each month to the Voice webmaster. Use the school newsletter as source of information.

## **GRAPHIC DESIGN SUPPORT**

Create posters, brochures and other graphic material for School Council initiatives. Organize printing if needed.

## **TIME COMMITMENT (Approximately)**

Depends on project.

**# VOLUNTEERS - MINIMUM #:** 1; **IDEAL #:** as many as interested/willing to pitch in

## **LOCATION OF ROLE**

Home; school;

## **TASKS & DUTIES**

Depends on project.

## **YEARBOOK COMMITTEE**

Design, organize and distribute a yearbook for students as a memento of a year at Hillhurst.

## **TIME COMMITMENT (Approximately)**

Initially: 3-5 hours (talk about the theme of the book and plan for the year)

Ongoing:

Amount of time varies – It is what you make it. The yearbook provider (Platinum Photography) offers anything from a basic book that they can assemble for you, all the way up to a book that is fully customized BY YOU down to the last detail.

- Take photographs of school events
- Yearbook compilation in June

- 2-3 hours distributing yearbooks in September of the next year

**# VOLUNTEERS - MINIMUM #: 2; IDEAL #: 3**

**LOCATION OF ROLE**

Home; school: access pictures on school network, speak with teachers, distribute notes, take photos;

**TASKS & DUTIES**

- Liaise with Platinum Photography
- Design and assemble yearbook, including theme, layout, content, writing, editing.
- Solicit/photograph/collect/organize good quality photos from teachers/parents.
- Promote the sale of the yearbook and handle yearbook sales funds.
- Communicate with principal regarding FOIP issues.
- Distribute yearbooks to students in September of the next year.

**SOCIETY ANNUAL RETURN AUDITORS**

The School Council's books are audited each year by one-parent. Bookkeeping or some accounting experience is an asset but not required. Confirm needs to be a CA?

**TIME COMMITMENT (Approximately)**

4 hours, once a year.

**# VOLUNTEERS: 1-2**

**LOCATION OF ROLE**

Home.

**TASKS & DUTIES**

Review the society's books and bank records and report any questions/concerns to the Treasurer for review.

## **BABYSITTING ORGANIZERS**

Organize two grade 6 babysitters for monthly school council meetings

### **TIME COMMITMENT (Approximately)**

One hour to compile list of interested grade six students and few emails before each meeting

**# VOLUNTEERS: 1**

### **LOCATION OF ROLE**

Home; school - Ideally attend meetings to get to know the babysitters and pay them at the end;

### **TASKS & DUTIES**

- Send out form to grade six students to sign up
- Compile list of babysitters (approved by their parents)
- Book two babysitters before each monthly meeting

## **HIBOU T-SHIRTS ORGANIZER**

Parent Council provides all Hillhurst Students with School Mascot T-Shirts. T-shirts are meant to enhance the spirit of belonging and community along with identifying Hillhurst Students during school trips.

### **TIME COMMITMENT (Approximately)**

2 hours in June & September, balance of year no more than 2 hours

**# VOLUNTEERS: 1**

### **LOCATION OF ROLE**

Home; school;

### **TASKS & DUTIES**

- Work with school administration to assess number of shirts & sizes required for following school year
- Order shirts from supplier, keep shirt inventory & distribute shirts as required

# FUNDRAISING VOLUNTEERS

## **ANNUAL CHEQUE WRITING CAMPAIGN - DONATION PACKAGE & EMPLOYER MATCHING**

Cheque Writing Campaigns provide parents a way to make an annual financial donation to the school as an alternative to multiple, volunteer intensive fundraising efforts like bake sales, etc. Donations provide parents with valuable tax receipts and leverage dollars through employer and grant matching programs.

### **TIME COMMITMENT (Approximately)**

20 hours in September and 14 hours in October

**# VOLUNTEERS - MINIMUM #: 2; IDEAL #: 2**

### **LOCATION OF ROLE**

Home; school - council meetings; photocopying

### **TASKS & DUTIES**

- Keep up date with School Council fundraising initiatives and provide campaign updates to parents and Council
- Work with Graphic Design Support to come up with posters, marketing material, etc.
- Prepare and distribute Donation Package including letter to parents, donation form and return envelopes
- Identify employer matching opportunities and assist parents with employer matching applications

## **ANNUAL CHEQUE WRITING CAMPAIGN - ADMINISTRATION**

In order to support the yearly Cheque Writing campaign Parent Council requires a dedicated volunteer (other than Treasurer) to administer donations.

**TIME COMMITMENT (Approximately)**

4 hours in September, 3 hours/week in October & 3 hours in November, 1 hour in February of the following year

**# VOLUNTEERS: 1**

**LOCATION OF ROLE**

School - weekly visits; bank visits during campaign month of October, semi-monthly visits in November.

**TASKS & DUTIES**

- Pick up donations at school and make deposits to general account
- Track donations (PayPal, Cheques & Cash) and issue tax receipts to donors
- Provide donation reports to Treasurer and Donation Package & Employer Matching leads

**BOTTLE DRIVE ORGANIZERS**

Bottle Drives are a win-win method of raising much needed general account funds. These dollars are deposited into the less restricted general account and can be used for more varied purposes (school dances, sports day etc.) than the highly restricted Casino Account.

**TIME COMMITMENT (Approximately)**

½ day at beginning of school year, ½ hour/month rest of year

**# VOLUNTEERS: 1-2 (with one being in community)**

**LOCATION OF ROLE**

Home.

**TASKS & DUTIES**

- Set monthly bottle drive schedule with School Administration and Bottle Depot
- Arrange parking in front of the school on the morning of the drive and greet the truck

## **CASINO ORGANIZER**

Organize and run the school's volunteer team for our fundraising casino through AGLC every approximately 21 months.

### **TIME COMMITMENT (Approximately)**

Variable. 35+ hours (please note that the time is not spent sequentially but about an hour at a time or less over several days

5 hr – AGLC training for Casino procedures and forms (optional); 16 hr – Coordinate requirements for the Casino Application and other forms. Send out notices to parents for volunteers; 1 hr – Set up a Sign-Up Genius with the required Casino roles to all parents at the school for volunteers (this will just need to be updated from the original Sign-up Genius); 8 hr – Update Casino Schedule and organize Casino worker applications. Assist our paid Casino Advisor in the running of the 2-day Casino; 4 hr – Finalize next Casino date and location. Sent out thank you notes (can be done through Sign-Up Genius). Update AGLC to give new parent council members access to AGLC information.

### **# VOLUNTEERS: 1**

Should be handled by one individual as per Alberta Gaming. A shadow is ideal both allowing for the eventual departure of the Casino Coordinator as well as ensuring someone else is involved in case of the coordinator being waylaid by an emergency.

### **LOCATION OF ROLE**

Home. Casino in Calgary area held over two day period

### **TASKS & DUTIES**

- Process and track casino forms
- Send out a Sign-Up Genius (to all parents at the school) with the required Casino Worker roles to allow parent volunteers to choose the Casino Worker position they would like.
- Assist our paid casino advisor in the running of the casino event

## **GRANT WRITER**

Each year Hillhurst requires funds to pay for School/Parent Council sponsored activities. Grant applications are a great way to gain

excitement around school initiatives, see our donations multiply and help us reach our fundraising goals.

**TIME COMMITMENT (Approximately)**

1-2 days prior to or at beginning of school year, 2 days per grant

**# VOLUNTEERS: 1-2**

**LOCATION OF ROLE**

Home.

**TASKS & DUTIES**

- Keep up to date with Parent Council fundraising initiatives
- Research and present grant opportunities for the coming school year to Parent Council
- Compile Parent Council information – purpose of grant, financial data from treasurer etc. in completing grant applications