


**Director's Message**


It is hard to believe that the end of the school year has arrived - 10 months have passed very quickly!

To all our graduates – from A1 all the way to DSD 2 – I would like to express my congratulations on your achievements.

Many thanks to all parents who have continued to volunteer at VGS in various roles, especially during our seasonal festivities and fundraisers.

A huge thanks also to the members of the school board who volunteered their time to keep VGS on track - and, last but not least, a big thank you to our enthusiastic teachers and their commitment to our community.

For those families who will be returning in September, school will begin on Saturday, September 9th and Tuesday, September 12th respectively. I hope that learning will continue throughout the holiday and that you will encourage your child to read in German, watch German movies - or maybe you are even planning a holiday in a German speaking country!

Families who would like to profit from our early bird offer need to register their children before June 10th. This will save you the \$50 registration fee!

On behalf of the staff and the board, I would like to take this opportunity to wish you all a wonderful summer.

**There are still some spots available in the VGS summer camp !**

Contact us if you need more information!



**Visit the VGS booth this Sat & Sun (May 13 & 14) at the Esquimalt Buccaneer Days!**


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**Last Day of School & Sommerfest!**

June 10th is the last day of school and also the day of our Sommerfest. We will start at 9.30am as usual. Firstly, the children will present their exhibition topics followed by the year end ceremony in the hall of the David Turpin Building. Report cards will be issued during the ceremony.

There will be pretzels for sale, so please bring some small cash!

**Child Tuition and Early Bird Registration**

Tuition will remain the same for the next academic year; however, course books will no longer be included in the price. Furthermore, tuition payment will be changed to lighten our administrative burden. Next year you'll have the option of paying annually or biannually. Cash payments can no longer be accepted; cheques or e-transfers will be possible.

Registration deadline for early birds is June 10th, 2017 for a \$50 savings.

## Check out our new website design!

Monika Brandstaetter has changed the look of our website and added a few tabs, i.e.: <http://www.victoriagermanschool.org/photo-gallery>



## Do you have a Thrifty Smile Card to support our fundraising program?

If not, please ask a board member or Ralf in order to receive one!

The fundraising eligibility period will remain until June 24, 2017 - until this date you can load your card to account for this fundraising period. Thrifty Foods has increased our original fundraising maximum from \$1,200 to \$1,500 and we have reached just a little above \$1000, so please load your cards!



## Support VGS when buying at "The Soap Exchange"

When buying at The Soap Exchange (1393A Hillside Ave Victoria, BC V8T 2B3 / Phone: 250-475-0033) please just mention "Victoria German School". The seller will mark this down in a receipt book and VGS will receive 10% worth of the sale!

Like us on facebook.

Take a look at our facebook site:  
<https://www.facebook.com/victoriagermanschool>

## Jobs and Volunteer positions @ VGS

### Administrative Assistant Needed (paid part time position)

#### Duties

- Administer registration process and follow up with prospective students
- Collect and administer tuition payments in collaboration with VGS treasurer
- Keep data about payments up to date
- Respond to inquiries regarding tuition/payments/etc. from VGS families and external parties via email, phone or in person
- Processing payment of teachers' salaries
- Be available on Saturdays (9-13h) and Tuesdays (15.30-18.30) at UVIC in order to respond personally to parent requests and queries.
- Handle petty cash box and teacher's claim forms in cooperation with the treasurer
- General administrative duties required

#### Qualifications

- Strong verbal and written English communication skills
- Spoken and written skills in German would be an asset
- Must work independently with minimal instructions
- Excellent computer skills, including Excel
- Experience with planning and organizing events

### Treasurer Needed (volunteer position)

Our treasurer Tanja Weber-Hemerling will be leaving the Board at the end of the school year. If you feel that you would like to volunteer your skills in this capacity, please contact Ralf ([info@victoriagermanschool.org](mailto:info@victoriagermanschool.org)).

#### Duties include:

- Bank account maintenance: depositing tuition income and signing checks.
- Expense management: collecting completed forms, verifying amounts and totals, issuing cheques.
- Financial transaction oversight: Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
- Budgets: Developing the annual budget (with the board) as well as comparing the actual revenues and expenses incurred against the budget.
- Reports: Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board.

The treasurer works cooperatively with the bookkeeper and the admin assistant; participates in board meetings and acts as backup payroll administrator as required.

### Library Helper (volunteer position)

We are looking for a volunteer who is willing to help once a week during school times with the organisation of our mobile library.

#### Duties include:

- Organising the library by age / skill level
- Tagging new books
- Picking up book donations

If you are interested in any of the above positions, please contact Ralf Gabriel ([info@victoriagermanschool.org](mailto:info@victoriagermanschool.org)).

# Events

# Osterfest

## Save the Date!

**Saturday, 13 May @ 10am - 6:00 pm**

**Sunday, 14 May @ 10am - 6:00 pm**

*Esquimalt Buccaneer Days*

Come and stop by our fundraising booth at the Esquimalt Buccaneer Days

**Saturday, 20 May**

*Long Weekend - no classes*

**Saturday, 10 June @ 9:30 am**

*Sommerfest at VGS*

Please come and have a look at our students' work during the morning exhibition

**Saturday, 10 June @ 12:30 pm**

*Deadline for early bird registration*

**July 10 - 14 & July 17 - 21**

*VGS Summer Camp @ Esquimalt Rec. Center*

**Saturday, 9 September @ 9:30 am**

**Tuesday, 12 September @ 3:45 pm**

*First day of the new school year 2017-18*

