

ISLAMIC PRIMARY SCHOOL
Parent-Teacher Association
Re-election of Alternate Parent Manager of Incorporated Management Committee of Islamic Primary School (2018-2020)

11th September, 2018

Dear Parents,

Due to the personal reasons, our Alternate School Manager has resigned on September, 2018.

A new Alternate Parent Manager will be elected again for the period of October 2018 - May 2020, kindly nominate yourself as an eligible candidate if you are interested in being a member of the Incorporated Management Committee of Islamic Primary School (**Parents who have one child currently studying in our school will be eligible candidates**).

*For your reference, the duty of the Alternate Parent Manager is to act as a voluntarily communication bridge between the school and the parents. To function effectively, the Alternate Parent Manager **must attend** several IMC meetings at night at the Chinese Muslim Cultural & Fraternal Association (No. 7, Chan Tong Lane, Wanchai, Hong Kong) throughout the year.*

We need your support to make our school successful. Should you have any questions, please feel free to make contact with Miss Kwok or Mr. Cheung during school hours.

Election Cycle of Alternate Parent Manager:

Nomination Period:	From 11 th September, 2018 to 14 th September, 2018 (Parents who are interested in becoming a candidate, need to hand in the notice on or before 14 th September, 2018. Otherwise, it will be invalid).
Voting time:	From 28 th September, 2018 to 9 th October, 2018 (Each family will receive a ballot. Parents need to hand in the ballot on or before 28 th September, 2018, otherwise, it will be invalid).
Counting of votes:	On the afternoon of 10 th October, 2018 (Ms Ng Shui Nan, Headmistress will observe balloting). The candidate who gets the highest number of ballots will be the Alternate Parent Manager.
Announcement of election results:	15 th October, 2018 (The results will be announced by school notice)

Deadline for nomination: 14th September, 2018

Thank you very much for your attention.

Yours Sincerely,
Miss Hon Yuet Kit
Chairperson of P.T.A.

Reply Slip

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Dear Chairperson,

I would like to nominate myself, name _____ as
(Please write in block letters)

a candidate for the position of Alternate Parent Manager.

(Please attach a passport size photo for making the ballot. Kindly write your name, and your child's name on the back of the photo)

I would not like to nominate myself as a candidate.

Parent's Signature: _____

Parent's Name: _____ (write in block letters)

Student's Name: _____ Class: _____

Contact Tel. No.: _____

* Please tick the appropriate box.