

STEP 1: Go to: <https://bts.monk.ca/>

STEP 2: Click on “Shop Tab”

STEP 3: Enter in your Royal Oak PAC Code **38C7C6**

STEP 4: Select your child’s grade from the drop-down menu, if you wish to see what the kit consists of click on view kit contents (please note, you are unable to change the quantities of the items from this view. You must first add the kit to your cart in order to add the optional items/change their quantity from zero)

STEP 5: Enter his/her name under Student name

STEP 6: Click “Add kit to Cart”

There are many benefits to ordering your school supplies online from Monk Office:

- It’s quick and simple!
- 10% of all online orders placed will be donated back to Royal Oak PAC
- If you have more than one child at the school, you may add both grade kits to your cart
- You can add items that are in the optional item list
 - Please note, these items are what make up the optional and wish list items of the teachers
- If you wish to add any items found under the ADDITIONAL ITEMS to your cart, please note your delivery option then only becomes “pick up at store”. If you want to have the supplies/kit delivered directly to the school, please DO NOT add the items found under ADDITIONAL ITEMS
- Even if you miss the deadline for online orders for delivery to the school – you can still order online but your options become to deliver to the store of your choice.
- You are supporting local businesses
- There is a dedicated Monk Team Member to help with PAC and Back to School needs! You can contact Caitlin McKenzie at PACorders@monk.ca with any questions or concerns about the website or your order(s). Additionally, you may also contact the Monk Office Customer Experience Team at hello@monk.ca or 250-384-0565 with questions about your order