



Creswick North Primary School Fundraising

At Creswick North Primary School we don't have the usual parent's club committee that organises fundraising events, so we have an informal fundraising sub-committee that coordinates fundraising events for our school. This committee works under the school principal and the school council.

Role and purpose:

To raise funds, for the school, its students and the school community

The club may undertake fundraising activities, with the prior approval of the principal and school council, having as their object the establishment or augmentation of school funds or funds for a particular school purpose.

All monies raised are deposited into a sub program in the school bank accounts. The fundraising sub-committee does not hold its own bank account

Where funds raised are used to establish or augment school funds, the school council will determine how the funds are expended, the current policy is 50% to educational needs and 50% to other general needs, after discussion with the principal, teachers and fundraising committee, as to what is most desirable in the interests of the school.

What do I do if I have a good idea for a fundraiser?

The first place to start is to discuss your idea with the principal, then take it to the sub-committee meeting. The meeting can discuss the idea; and make sure you have enough support.

Some things to think about:

- Do I have enough man power support to make it happen?
- Is it good financial return for effort?
- Does it clash with any other fundraising events on the school calendar

If you have the support, major fundraisers will need to be taken to school council for approval.

Policies

As with any school event, it is essential that you always remember that the event and the people involved are representing our school. The smooth running of a good and fun event will reflect well on the school.

The named event co-ordinator is in charge of the event and answers directly to the principal. Any conflicts occurring that cannot be addressed by the co-ordinator will need to be dealt with by the school principal.

Alcohol: The person/s responsible for the event are not to be intoxicated whilst running the event. If you are co-ordinating the event and wish to drink excessively, hand over the running "of the actual event" on the day to someone else. You can still co-ordinate the event, but let someone else run it. It is great to have fun, but we need to be mindful of how things reflect on the school.

Evaluation:

This policy will be reviewed every three years as part of the school's three year review cycle.

Certification:

This policy was endorsed by School Council at the meeting held on 13th December 2017

Responsibilities:

Event co-ordinator:

- Responsible for overseeing all aspects of the event.
- Co-ordinating other volunteers.
- Ensuring all policies and procedures are being followed.

- Control budget and money for the event.
- Liaising with the principal, administration and other staff.
- Liaising with external people.
- Ensuring sponsors get lots of recognition at events, and in newsletter.
- Writing thank you letters/certificates.
- Writing follow up report for newsletter.
- Counting monies, and passing to school administration for receipting and banking.
- Follow up all outstanding monies.
- Ensure left over, food or other products are distributed or put away for later use.
- Finalise all aspects of the fundraising event
- Ensure all forms are filled in and given to the Business Manager prior to the event.
DO NOT LEAVE THINGS TO BECOME SOMEONE ELSE'S PROBLEM

Venue co-ordinator:

- Responsible for booking venue
- Organising deposits/bonds/ payments, working with administration staff
- Organising keys
- Organising set up times
- Ensuring the venue is left in a better condition than we found it
- Locking up and returning keys

Sponsorship/Donations co-ordinator:

- Source donations and sponsorship
- Collect donations and monies for sponsorship and give to co-ordinator
- Help co-ordinator do thank you letters

Prize co-ordinator

- Source prizes, either by donation or with money from fundraiser budget

Advertising:

- Ensure adequate advertising for the event, in the newsletter, and on the notice boards

Please Note:

Administration staff (and teachers) are available to assist you in your roles, but they are not responsible for any of the fundraising process. You can ask for assistance, but fundraising is not their responsibility

Fundraising Details

Event: _____

Date: _____

Time: _____

Location: _____

WHO IS RESPONSIBLE FOR:

Event co-ordinator: _____

Venue: _____

Sponsors/Donations: _____

Prizes: _____

Advertising: _____

MONEY RAISED

TOTAL INCOME: _____

minus

TOTAL EXPENSES: _____

TOTAL RAISED: \$ _____

Fundraising Checklist

Initial Planning

Venue booked	<input type="checkbox"/>	N/A
Bond/ hire fees paid	<input type="checkbox"/>	N/A
Liquor license	<input type="checkbox"/>	N/A
Prizes	<input type="checkbox"/>	N/A
Sponsorship	<input type="checkbox"/>	N/A

BBQ Checklist

Are we having a bbq?	<input type="checkbox"/>	N/A
Order: Meat	<input type="checkbox"/>	N/A
Bread	<input type="checkbox"/>	N/A
Check: gas	<input type="checkbox"/>	N/A
BBQ clean	<input type="checkbox"/>	N/A
BBQ box is ready to go	<input type="checkbox"/>	N/A

Week of event

Keys	<input type="checkbox"/>	N/A
Float – see admin	<input type="checkbox"/>	N/A
Raffle tickets	<input type="checkbox"/>	N/A
Pens	<input type="checkbox"/>	N/A
Containers for money	<input type="checkbox"/>	N/A
Pick up sponsors advertising	<input type="checkbox"/>	N/A

After event

Pack up everything	<input type="checkbox"/>	N/A
Count money and give to admin	<input type="checkbox"/>	N/A
Follow up outstanding accounts	<input type="checkbox"/>	N/A
Write thank you letters	<input type="checkbox"/>	N/A
Write report for newsletter	<input type="checkbox"/>	N/A

FUNDRAISING EVENT: _____

DATE: _____

			Total
	X	\$100	
	X	\$50	
	X	\$20	
	X	\$10	
	X	\$5	
	X	\$2	
	X	\$1	
	X	50c	
	X	20c	
	X	10c	
	X	5c	
		TOTAL	\$

Counted by:

Name: _____

Sign: _____

Name: _____

Sign: _____

This form to be given to the Business Manager with money to be banked