

# Rostrata Primary School P&C

## Sub-Committee Guidelines/Expectations

### Fundraising

List of Jobs	Details of jobs
<b>Colour Fun Run</b>	<ul style="list-style-type: none"> <li>• Meet with Cindy Wells to get a date to run the event</li> <li>• Design of Form - 2 hours</li> <li>• Print and distribute forms - 1 hour</li> <li>• Solicit donations for prizes/collect prizes - 8+ hours</li> <li>• Volunteer help on the day - 2+ hours</li> <li>• Collection of forms and counting/banking money - 6+ hours</li> <li>• Drawing and distribution of prizes - 2 hours</li> <li>• Write-up for newsletter - 1 hour</li> <li>• Purchase, bag up and distribute Freddo Frogs - 2 hours</li> </ul>
<b>School Disco</b>	<ul style="list-style-type: none"> <li>• Pick a theme and suggested date and meet with Cindy Wells for Approval</li> <li>• Design of poster/flyers - 2 hours</li> <li>• Print and distribute flyers - 1 hour</li> <li>• Research and purchase glow products - 1 hour</li> <li>• Solicit/Arrange/organise volunteers - 3 hours</li> <li>• Organise float - 1 hour</li> <li>• Purchase and organise food/drinks - 3+hours</li> <li>• Organise cleaner/DJ/council police inform etc - 2 hours</li> <li>• Help setup/supervise/cleanup on the night - 10 volunteers required at 4 hours each (40 hours)</li> <li>• Count and bank money - 2 hours</li> </ul>
<b>Entertainment Book Sales</b>	<ul style="list-style-type: none"> <li>• Meet with Rep from Entertainment Book – 1 hour</li> <li>• Attend Launch of Entertainment Book to collect books and advertising material – 2 hours</li> <li>• Market the Book ie put up posters, email previous customers and advertise on Social Media – 3 hours</li> <li>• Distribute Order Forms – ½ hour</li> <li>• Collect completed Forms from Office &amp; process payments – approx. 3 hours+</li> <li>• Deliver Books (usually to Teacher’s Pigeon Holes) – 3 hours +</li> <li>• Close off sales and Bank Commission Cheque – ½ hour</li> </ul>
<b>Woolworths Earn &amp; Learn</b>	<ul style="list-style-type: none"> <li>• Register School with Woolworths</li> <li>• Set up Box at either Woolworths or School Office or both</li> <li>• Put posters up at school and put notice in school newsletter</li> <li>• Empty box regularly and make sure sticker sheets are full</li> <li>• Put loose stickers on sheets (in future I would suggest that we ask parents or students to only put sheets in not loose stickers, unless they can’t fill a sheet)</li> <li>• When promotion ends count up all sticker sheets and fill in on-line form then post off to Woolworths</li> <li>• School will pick what items they want to buy with the points</li> </ul> <p>Total time 20+ hours</p>