

Rostrata Primary School P&C

Sub-Committee Guidelines/Expectations

Graduation

List of Jobs	Details of jobs
Understanding the P&C budgetary requirements	<ul style="list-style-type: none"> To clarify with the P&C treasurer what is expected and time frame for event proposals and budget. This includes at which meetings the committee is required to present proposed event costings and formal budget to the P&C. E.g. All purchases need prior approval by the P&C before reimbursement or payment is made.
Clarify who is responsible for the leavers gift to the school	<ul style="list-style-type: none"> It is our understanding it the graduation committee's responsibility to organise the graduation night and yearbook only (it is not the graduation committee's responsibility to fundraise for the end of year gift from the year6's to the school) The School Captains typically organise both the fundraising and the gift (in consultation with the school – usually Cindy Wells). A reminder to the school can sometimes help to ensure that this is happening in a timely manner.
Identify a willing staff member e.g. Year 6 teacher	<ul style="list-style-type: none"> This helps when handing out information to students or gathering information from students.
Arrange the Event	<ul style="list-style-type: none"> Determine the type of function for graduation. Be mindful of venues booking quickly for Christmas time of year - get in early. Pick a theme or concept. Book venue suitable for number of children. Send out a 'save the date' information sheet (useful for parents to put in their diaries) Consider early booking of: <ul style="list-style-type: none"> Catering DJ Other entertainment Determine ticket prices. Printing of tickets. Sourcing prizes- donations from local business. Sourcing and purchasing of decorations. Ongoing management of receipts and reimbursement for purchases. Arrange permission form, medical forms and dietary information sheets. <ul style="list-style-type: none"> Allow plenty of time for form returns and follow up phone calls by committee members regarding payment and permissions.

Arrange year book	<ul style="list-style-type: none"> • sourcing photos from sporting events, excursions, camp, Canberra, etc. • Yearbook is handed out at school graduation ceremony.
Ordering Items	<ul style="list-style-type: none"> • Allow plenty of time for items to be ordered and delivered such as the Yearbook, USBs, invitations, etc.
Discuss the Graduation Ceremony Timing	<ul style="list-style-type: none"> • Discuss with the school principal the possibility that the school graduation be held after hours to allow all parents and previous teachers to attend - there have been numerous parents unable to attend previous years due to the timing.