

FUNDRAISING GUIDELINE FOR P&Cs

DECISION-MAKING PROCESSES

- The decision to hold a fundraising event must be passed or ratified by a properly convened P&C General Meeting.
- A Sub-committee may be formed of 3 or more people.
- A job description may be written for the Sub-committee convenor.
- Terms of Reference for Sub- committees should be written to clarify the level of authority delegated to the Sub-committee by the General Meeting (log on to our website at www.wacssso.wa.edu.au for Terms of Reference and information about setting up sub-committees).
- Setting a clear goal for the use of funds is more motivating for participants than just raising funds and deciding what to do with them later. All participants and supporters of the event should be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.

APPROVALS, REGULATIONS ETC.

See the Department of Racing, Gaming and Liquor www.rgl.wa.gov.au for regulations involving the use of lotteries/ raffles, bingo, two-up, or other gaming and events at which liquor is served.

INSURANCE

For P&Cs affiliated with WACSSO, contact Globe Insurance Services by phone on 6201 5520 or 0499 968 657, or by email at joeb@globeinsurance.com.au for information about Personal Volunteer Accident Insurance and Public Liability Insurance.

MONEY HANDLING PROCEDURES

- Two people to count and sign-off on money raised and where possible, provide receipts.
- Keep detailed amounts of floats given to stallholders.
- Badge of identification for handlers and collectors of money.

HOW TO ORGANISE AN EVENT

Consider the following:

- Theme
- Location
- Date
- Insurance
- Publicity (consider advertising your event in the WACSSO publications at no cost)
- Security & Occupational Health & Safety
- Booking equipment/supplies/rides

For more detailed information go to www.fetesandfestivals.com.au and click on 'How to organize an event.'

See also: www.commerce.wa.gov.au for 'Voluntary Code of Practice for Public Fundraising'

FUNDRAISING IDEAS

- Sausage Sizzle/Cultural Food Fair
- Lap-a-thon, Spell-a-thon, Math-a-thon
- Mother's/Father's Day breakfast/stall
- Car boot sale/second hand car park sale
- Quiz/Casino night/Fashion Parade
- Plants/flower bulbs
- www.fetesandfestivals.com.au
- www.fundraisingdirectory.com.au
- Herbs and Spices
- Beauty Products/Ladies Pamper Event
- Obstacle Course/Greatest Race Event
- Candles, toothbrushes, tea towels
- Moonlight Markets/Fete
- Student talent quest/pet competition
- Costume or pyjama day
- School made calendars, stickers, cards, labels
- Student auction (pens, pencils, bags, hats)
- Five cent drive
- Parent Auction (donated goods or gift vouchers)
- Art Show/Craft Event
- Cooking event/competition
- Old style Family picnic
- Fridge magnets/sunblock sales
- Modern and healthy alternatives: www.det.wa.edu.au/healthyfoodanddrink click on 'Fact Sheets' and select 'Fundraising by Parents & Citizens' Organisations'
- Fruit smoothie day/Healthy Hampers
- Show bags (vouchers, gifts) for Mother's or Father's Day
- Commemorative History book/Student Cook Book
- ATO approved sub-committees for direct donations tax-deductable (building, library etc)
- Seek grants for specific improvements
- Ask for annual local business support (small but consistent)

Holding a P&C event?

WACSSO can help P&Cs network by advertising the event in E-news, Facebook and in the WACSSO Event Calendar on the WACSSO Website.

Email details to communications@wacssso.wa.edu.au

WA Council of State School Organisations Inc.

151 Royal Street
East Perth
Western Australia 6004

PO Box 6295
East Perth
Western Australia 6892

P (08) 9264 4000
F (08) 9264 4948
E info@wacssso.wa.edu.au

