

Greythorn Primary School

Events including food

At the time the event is decided upon

Task	Performed by	Notes
Get agreement from the school to hold the event	PFA committee	Check with principal
Decide on a date	PFA committee	Check with school timetable
Decide what food should be offered Stalls to consider: sausage sizzle, cake stall Other stalls that have proven successful: second-hand book stall, games, guess the lollies Also consider: second-hand toys and kid's clothes	PFA committee	Foods that can be offered for which only a class 4 notification is required are: Sausage sizzle, cake stall (no cream fillings), soft drinks, packaged foods such as crisps, chocolates.

1 month or more before

Task	Performed by	Notes
Inform Boroondara Council	Event coordinator	If you will be selling any food (sausage sizzle, cakes require class 4 notification). Fill out an online application to notify council of upcoming event. https://streatrader.health.vic.gov.au See 'PFA Usernames and Passwords' document for details.
Election: Inform the electoral office of planned fundraiser and check restrictions (e.g. access) It's is best to get the number for the coordinator at the school and talk to him/her directly.	Event coordinator	Find out the number for the electoral office form the school office. Let the AEC know that we will be using the kitchen and we will need access to it during the day.
Call for volunteers to apply for	Event coordinator	The event co-ordinator can do this herself

food and drink donations		or request help from parents. Send an e-mail from the PFA to all parents asking if anyone can help with food donations.
Apply for food and drink donations		Both Coles and Woolworths get a set amount of money to spend each month to support local community. If you apply in store before the event you may get a voucher to spend in store for the fundraiser. Westfield stores do seem more generous. Belmore Meats have been generous in the past.
Price drinks	Event coordinator	If selling cans of drinks start watching specials pamphlets for good price purchase and store if required.

2-3 weeks before

Task	Performed by	Notes
Include mention of event in school newsletter so parents realise that event is coming up	Event coordinator	Brief mention of reason for event (e.g. election day fundraising) and what is expected.
Ask for donations via: Newsletter PFA e-mail to parents	Event coordinator	Sausage Sizzle: See under 1 month before Cake Stall: Request cake donations to be delivered to the school the day before the event. In the past the PFA has sent out paper plates with a freezer bag to package the cakes and instructions to all parents. Second-hand stalls: Request donations and inform parents of where the donations can be left at the school. Check with the office first.
Call for volunteers via: Newsletter PFA e-mail to parents	Event coordinator	Prepare note to parents asking for volunteers to assist on the day. Rostering can be done online with SignUp (used to be VolunteerSpot) www.signup.com See 'PFA Usernames and Passwords' document for details.
Get the event listed on the school's website Election: Add sausage sizzle to election day sausage sizzle website	Event coordinator	Get the event listed on the school's website so parents can also volunteer that way. VolunteerSpot provides code to create button on the school's website. In 2013 there was a website (www.electionsausagesizzle.com.au)

		which listed all the election day BBQ's. See if such a website still exists and add the school's sausage sizzle.
Price and select sausages, cakes, drinks, second-hand goods	Event coordinator	Belmore Meats have been generous in the past. Coles sausages have been cheap and fine in the past. Coles head office may even provide some sausages free if requested for a good cause.
Send out paper plates for cake donations with instructions.	Cake Stall coordinator	In the past the PFA has sent out paper plates with a freezer bag to package the cakes and instructions to all parents.

1 week before

Task	Performed by	Notes
Reminder at assembly	Principal	Reminder at Monday assembly of when event is being run (if other than election).
Organise keys and alarms	Event coordinator	Discuss with principal what areas will need to be accessed, when and get the required keys. It is good to check all the keys prior.
Finalise roster	Event coordinator	Check on SignUp that enough parents have volunteered. If not, send out another e-mail and include another call for volunteers in the newsletter.
Include second mention of event in school newsletter	Event coordinator	Brief mention of reason for event
Prepare shopping list	Event coordinator	See below for list ideas. A number of ambient items may be in the PFA cupboard from a previous event and not need to be repurchased. Sausages may have been leftover frozen also.

Day before

Task	Performed by	Notes
Arrange cash float	Event coordinator	Go to bank to get change. \$200 - \$300 in change usually enough for an election BBQ – some notes, gold coins only (no silver needed).
Pick up deposit bags and forms from office	Event coordinator	Money needs to be counted, bagged and form written up before handing into office.
Collect Keys	Event coordinator	If required collect and sign for keys in the office.

Containers for money	Event coordinator	A secure back pack with pencil case to hold notes. A bag for excess gold coins. A couple of ice-cream containers or the like for the change float on the selling tables.
Price lists	Event coordinator	Print Price list – Create laminated signs. Check the PFA kitchen for existing price signs. The following prices were charged in 2016: Sausages with or without onions (\$2.50), Drinks \$2.00. Cakes ranged from \$1 (biscuits) to \$25 (large cake).
Check Gas bottle	Event coordinator	You will need a full gas bottle for a whole day stall. There are 2 big gas bottles stored with the BBQ. Only refill a gas bottle if completely empty.
Shop	Event coordinator / Team	Sausages can be left in school hall Fridge if arranged prior.
Onions	Event coordinator / Team	Chop and store if using. May be able to buy bulk cheap sliced onions. Fruit shops sell sliced onions.
Get canopy from gym	Team	If it is likely to rain, or stalls are set up in the open, the canopy can be set up. It is stored in the gym.
Collect and store cakes in the kitchen.	Cake Stall coordinator	
Prepare cakes for display	Cake Stall coordinator	

On the day

Task	Performed by	Notes
Shop	Event coordinator / Team	Pick up any items, such as Ice and bread.
Set up table and BBQ for stall	Team	Trestle tables in the hall. There is a shade canopy if required that will give some rain protection. If you think you will need it on the day - move to hall prior to event as you may not be able to get to that part of the school on the day. Make sure you put a box under the BBQ to catch the oil.
Count money	Event coordinator	Make sure more than one person is present for money count.

After the event

Task	Performed by	Notes
Hand over money to office	Event coordinator	GPS deposit form and bagged money to be handed over to office ASAP
Thank you's	Event coordinator	<p>The Office has a standard pro-forma certificate of appreciation for suppliers who donated, which they can print out on some thicker card paper. It's nice to include a personal note to the proprietors thanking them and notifying them how much was raised and where the fundraising money is to be allocated.</p> <p>E-mail thank you's to volunteers through VolunteerSpot and include a note in the newsletter to thank everyone involved and give a short account of the event and how much was raised.</p>

This document is meant to be used as a guide - we hope you find it helpful.

BBQ Shopping list

There are a number of items in the PFA hall cupboard that may be useful for the BBQ. It is best to check these items before making the shopping list and put all items you plan on using together before the day.

- **Sausages** (for an election 600 is a rough number)
- **Bread** check the number of slices per loaf printed on the pack and order accordingly
- **Serviettes** Usually quite a few cheap white ones in the hall that can be used up first
- **Sauce** BBQ (2) and Tomato (4) and Mustard (1) Start with 8 bottles (only put one open bottle out at a time)
- **Onions** If using - 10kg's for an election day
- **Foil BBQ Trays** These are great for storing a few sausages if you get ahead or so you don't get behind. Keep the tray covered with foil on the BBQ with that burner turned off and they will stay hot.
- **Foil**
- **Disposable Gloves** Food handlers need to wear them
- **Drinks** (Winter time – around 50; Summer time – 100-150, more on a hot day)
- **Ice**
- **Milk**
- **Cordial**
- **Coffee, Tea**
- **Lollies**

Other things you might want to bring from home or hall

- Salt
- Price signs
- Paper Towel to clean the BBQ
- Oil to Start the BBQ off
- Detergent for the cleanup
- Aprons
- Tongs
- Scraper
- Sharp knife to separate sausages if needed
- Trays to place bread on serviettes to speed things up in busy periods
- List of volunteers
- Canopy
- Eskies to keep drinks cold

Guide to the number of volunteers needed for an election BBQ

Before the event

- Event coordinator
- Book Stall coordinator
- Cake Stall coordinator

On the day

- Event coordinator – needs to be there most of the day to direct proceedings
- Kitchen volunteer – most of the day someone is required in the kitchen to hand things to volunteers, prepare onions and put money away in the cupboard.
- During busy times, 3 volunteers are required on the BBQ. One to take in the money (food handlers are not allowed to handle money), someone to assemble the sausages, bread and onions and one volunteer to BBQ the sausages and onions. In quieter times, 2 people are enough. Older children are often keen to help to take in money. Busy times tend to be between 10:30am and 2:30pm.
- The cake stall requires 1-2 volunteers depending on how busy it is. Busy times are from the start until around lunchtime. Cakes start to run out at around lunchtime. The few cakes left can be combined with the book stall after that.
- The book stall requires 1 volunteer.

Cake Stall instructions

Example Letters - Helpers Needed!

Dear Parents

As you know the Federal Election has been called for Saturday, August 21st. The school will be a polling place, which means lots of people will visit the school which is a wonderful chance for fundraising.

We will run a BBQ Stall and barbecue on the day to raise money to buy more equipment for the school. A plate for cake donations will be sent home soon. We also need helpers to run the stalls.

If you can give an hour or even two hours of your time on the day it would be a terrific help. Please fill in the form below and return to the school office if you can help out.

If you can't help out this time, don't worry you can still help out by voting at the school and picking up a sausage or cake, we would love to see you!

Thanks for your support of the school,

XXX YYY
PFA President

XXX YYY
Principal



Volunteer form – Election Day fundraising

Your name Class

Your email

Your phone

Time Available (please tick) **Morning** 8.00am-9.00 9.00-10.00 10.00-11.00 11.00-12.00
Afternoon 12 noon-1.00 1.00-2.00 2.00-3.00
3.00-4.00pm 4.00-5.00pm
Anytime whenever you need me!

Newsletter Thank You Note

A huge THANK YOU to everyone who contributed to making the election fundraiser a success. An amazing \$3,500 was raised for the school – a fantastic effort!

While the school benefited financially from the day, many members of the broader community appreciated the opportunity to purchase cakes, books and sausages, and the way that the stalls livened up the voting experience.

Just over \$1,000 was raised for the library from the book stall. Many generous donations were received and, thanks to the XXX family, some of the leftovers are now destined for schools in West Africa. We're looking for buyers among second hand book shops for the remainder.

The cake stall also raised around \$1,200 and the BBQ, \$1,300. These funds will be directed to IT capacity in the school – the major target for fundraising dollars over the coming 12 months.

Thanks especially to XXX and family, XXX and XXX for all their efforts in organising the stalls and BBQ. Special thanks also to all of the kids who helped out on the day, to XXX for her help with SurveyMonkey and to XXX for frequently updating the roster. XXX efforts in selling sausages via delivery to queuing voters also deserve a special mention!

We were very fortunate in again receiving a donation of 200 sausages from Belmore Meats. This local business has been amazingly generous in their support of the school in the past month, donating sausages to the Movember BBQ on Friday, and for the Halloween disco. Everyone who bought one thought they were delicious. Thanks also to Coles and Safeway for donations.

Finally, *thank you* again to all those members of the school community who baked, donated books, gave their time to organising and running the stalls and to those who shopped at the school on the day. All of your contributions were very much appreciated. Well done Greythorn family and friends – another great fundraising event!

Greythorn PFA