

MOORLANDS FEDERATION PTA EVENT / FUNDRAISING PLANNING DOC

<u>PTA CHECKLIST FOR FUND RAISING EVENT</u>	<u>ACTION REQUIRED</u>	<u>NOTES 1</u>	<u>NOTES 2</u>
DATE OF EVENT	Usually confirmed at beginning of school year with Mrs Griffin and then liaise with Sam Vernnau on more specific detail per event.	Meeting date set up by PTA Chair and school staff as part of PTA meeting.	Individual events discussed and planned at PTA meeting.
EVENT TYPE	Usually planned in at beginning of school year when planning in event dates.	cake sale, fayre, quiz, sponsored event, etc	other fundraising events / ideas can be added into the calendar year if approved with other school events.
YR GROUP ORGANSIGING EVENT	PTA plan in by event per term on an equal basis (unless big event then its all).	PTA liaise with class reps and they're then responsible for manning event.	Class reps to liaise with parents about upcoming events, highlight what fundraising for, feedback etc.
LIST OF HELPERS / ROTA / ACTION REQUIRED PER EVENT	Discussed at PTA meeting and confirmed by class rep.	Class rep/event organiser to create rota / check list per event if required.	Class reps to highlight any gaps, issues and discuss at PTA meeting before event.
BOOKING OF SCHOOL, EQUIPEMENT ETC	Chair to ensure items have been booked per event.	Times and areas required confirmed to caretakers for opening, locking school; Urn booked and where required for hot drinks.	Event organisers to ensure furniture to be returned to where it was found. Switch Urn off after use and caretakers will return.

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FEDERATION TIMES / SCHOOL CALENDAR	Chair to submit event dates/detail of funds raised/items purchased/request for help etc for inclusion in the Federation Times	Chair to submit to Sam Vernnau before each FT deadline.	Sam V to ensure event calendar up to date with PTA events.
PLAN IN RELEVANT TEXT MESSAGES (confirm event/date, request help, donations etc)	Organised by PTA Secretary	Email or write content and what date want sending. Pass detail to the school office who will arrange for text messages to be sent out.	
CREATE EVENT POSTER	Secretary / Event organiser to collate relevant content for poster design - artwork currently produced by Mel Gould.	Posters to be laminated (school has one?) Several copies to be put up on display around the various school entrances, class rooms etc.	Sometimes for larger events posters are displayed in the wider community and large banners are produced.
SOCIAL MEDIA (PTA FB & Twitter)	Used to promote events and communicate PTA activity.	Current admins are Jayne Fishwick, Lou Abercrombie, Davina Williams	
CHECK PTA TRAY FOR RETURN SLIPS / MONEY AND ANY OTHER LETTERS ETC	Located in the main reception office. Event organiser responsible for checking tray and collating money/slips etc.	Inbetween events PTA tray to be checked at each PTA meeting and/or when people remember.	

CHECK STOCK FOR EVENT	PTA store room and cupboard located in Chantry school.	Key to the lockable store room is located in the built in wooden cupboard to the left. Please make a note if stock is used up at any events.	An inventory of current stock and when stock gets used would be nice! For larger event items there is also a store room above caretakers room.
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PURCHASE STOCK FOR EVENT	PTA member / Event organiser to produce shopping list and purchase items required. All receipts to be kept and given to Treasurer who will reimburse any expenses.	PTA have a Bookers account/card (located on Brooks Rd, off Lower Bristol Road). We also try to support local businesses on Moorland Rd - butchers, bookshop, hardware store etc, seeking a discount in return for promo of their business.	We can discuss how payment can be made for large/expensive purchases for some of our bigger events.
AFTER EVENT	Event organiser, team helping.	Items returned to PTA store and school to be left in the way it was found - furniture returned, rubbish collected, floors swept, hoovered etc	When possible we do try to recycle rubbish.
MONEY	Request a float if necessary from the Treasurer detailing how much needed and ideally what denominations required.	Post event if possible count up money taken and return to the Treasurer with the float. Treasurer to bank money into PTA account.	Treasurer to supply a breakdown of costs and profit per event and every now and then a breakdown of our total costs and profit to see if we are on track for our fundraising target.