### Faulconbridge Public School - Fundraising Committee

**Minutes for Fundraising Management Committee Meeting**  
**15 May 2012**

<table>
<thead>
<tr>
<th>Meeting Time:</th>
<th>Location: Faulconbridge Public School Staff Room</th>
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<tbody>
<tr>
<td><strong>Attendees:</strong> Simon Ebbeling (Chair), Heather Murray, Sonia Crozier, Julia Thurling, Heather Curzon</td>
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<td><strong>Apologies:</strong> Bronwyn Simpson, Nicola Leslie, Tanya McGannon</td>
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**Previous Meeting Minutes:**  
18 April 2012

<table>
<thead>
<tr>
<th>Item</th>
<th>Actions</th>
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<tr>
<td><strong>Business Arising</strong></td>
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| 1 Mothers Day Stall | - Number of gifts, turnover, profit, what worked and didn't, any changes for next time  
- Thank you letter to Hotspot Discounts  
- General Discussion around running of future stalls  
  - Don't let gifts be taken for kids that are away.  
  - Note on order form that these orders can be collected from office  
  - Colouring in mother's day cards for those kids that missed out purchasing gift. Child can take home and give this to mum/dad  
  - Receipts written for purchase and use rather than tickets on day. Receipt would then go home with family and gifts. We could use the order form as a form of receipt.  
  - Collection of plastic shopping bags in advance  
  - Figures were: Income - Cash $1710.50 EFTPOS $179.50 Total $1890 Profit $600 approx.  
- Sonia – Email Simon final receipts for items purchased.  
- Simon – Finalise spreadsheet to determine exact profit  
- Sonia - To send Ashley an email to organise the transfer of the EFTPOS receipts from school account  
- Sonia – To talk to Ashley to find out about the GST consequences of issuing receipts for P&C items  
- Sonia - To draft a letter of thanks to Jenny from Hotspot Discounts  
- Heather C – Will hand deliver letter of thanks along with a school pen. |
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### Walk-a-thon

- Sonia to find out exact dates for Regional Athletics Carnival and Peddlers Fair.
- Simon to talk with Chantal regarding exact date and if school is happy that event may take up most of a school day.
- Simon to meet with Heather Curzon to review previous route around school and get an idea of distances.
- Simon to research procedures for kids recording sponsorship and collection of funds.
- Simon to produce a timeline of actions, priorities and dates.
- Have found out about food costs
- Heather going to get all existing prizes together
- Need to organise additional prizes
- Need to allocate jobs

### General Discussion around running of event including

- It was agreed that the aim this year is to get the basics right and try not to complicate the event with other activities. If the event is run again sponsorship from local business and other activities could be included.
- Simon - Sponsorship form to be numbered and recorded when issued. These forms must be returned. Note to this effect on form.
- All sponsorship forms to go into a draw for a prize this offers an incentive to return. + First class to return all and cards and money will receive an afternoon tea
- Look at using book club box for walk a thon money collections.

### Simon & Heather

- To walk and organise some one to run the course next Friday 18th May.
- To attend staff communication meeting 1st June to brief teachers on process
- Posters to be done for all classes on A3
- To continue with administrative items including finalising instructions for teachers and means for donations to be returned.

### General discussing about catering

- Heather M has volunteered to look after all catering and kitchen items
- We will need to design lunch order
- There will be limited cash sales on day with sales of extra sausages after all orders have been filled & tea/coffee for parents
- Cost of lunch to be $3.50 and this will include a sausage on a roll and ice block
- Sonia – To talk to Rotary re dates for BBQ booking.

### General discussion about prizes
### 3 Bargain Bus Shopping Day/Night
- Julia Thurling to make enquiries and report to next meeting about costs and procedure

- **Julia** looked at dates in October and all are available
- Cost of $42 per person minimum 30 paying passengers
- Extra $17 for 2 course lunch or can be BYO
- $100 deposit non that is transferable but not refundable
- Could be promoted as “Get your Xmas shopping done early”
- Possible to raise about $1200+ if 42 people participated
- **Julia** - to put a small survey in intercom to gauge interest set returned date before next FC meeting

### 4 Communication about fundraising
- Fundraising barometer
- Email from Nicola Leslie

- It was agreed that the fundraising barometer presented by Simon was a good idea and could be initially included in the P&C section of Intercom.
- **Simon** – To update barometer with “How can you help” suggestions on barometer.
- **Sonia** – To email Simon with amount raised this year so barometer can be updated.
- **Simon** – To forward updated barometer to Julia for inclusion in Intercom to correspond with the issuing of walk-a-thon sponsor sheets
- **Sonia** – To respond to Nicola Leslie addressing some parents concerns regarding P&C functions.

### 5 Raffle
- Have had a meeting with Australian Fundraising.
- They look after all regulatory requirements
- They can offer us books of 10 tickets and 20 tickets ($2 per ticket)
- We can add extra prizes if we want
- Can offer a free entry for every book sold
- Could raise about $5700
- Looked at prize including airfares
- Propose early term 4

- Simon reported that he had a meeting with Australian Fundraising regarding a raffle.
- There was general discussion on how the raffle would work including:
  - Looking at ordering 280 books of 10 tickets ($20-value) additional cost of $245 for printing & 100 books of 20 tickets ($40-value).
  - There may be more success in selling books of 10 tickets to each family
  - Families that sell all tickets in books of 20 could be given 1 x ticket in to prize draw.
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|   |   | o Simon clarified that the raffle is a school community raffle not state wide so the prizes are drawn from only the tickets we sell.  
o Australian Fundraising only organise first prize however can print on tickets our second and third prizes.  
o We could approach local business to request donations of gifts in particular vouchers as these could be pooled to make up 2nd and 3rd prizes.  
o It was suggested that Kath Adams may be able to assist with drafting letter to local business.  
o It was suggested that a table in Springwood could be setup sell tickets. This could include school banner and volunteers from P&C. Approval from BMCC may be required for this.  

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|   |   | ▪ Start selling in Term 3  
▪ **Sonia** – To email Simon Kath Adams contact details as she may be able draft a letter to local business to request for donation of prizes.  
▪ **Simon** – Contact Kath Adams re letter drafting. |
| 6 | **Market Night**  
Are we going to do this?  
Who is responsible? | ▪ No discussion |
| 7 | **Pancake Day 2013**  
Are we going to do this?  
Who is responsible? | ▪ No discussion |
| 8 | **Fundraising Committee Meeting Dates**  
|   |   | ▪ October meeting should have been 9/10 not 8/10  
▪ **Simon** – To note date correction at May P&C Meeting  
**Fundraising Ideas**  
|   |   | ▪ Heather M suggested a Jelly Bean Guessing Jar  
▪ **Simon** – It was agreed that this should be forwarded to the SRC  
**Meeting closed** | ▪ 21:52 |

**Next Meeting:** 7pm, 12 June 2012  
**Location:** Faulconbridge Public School Staff Room