

Planning your school fete/fundraiser

Planning is an essential ingredient in a successful fete or fundraiser. You must start the planning process ahead of time. A successful event requires the involvement of parents, caregivers, school staff students, local business and local community members.

Decisions to be made:

Question	Answer
What is the fundraiser?	
What do you want to achieve?	
Who will lead the planning process?	
What reporting will be required?	
Who will lead the planning process?	
Do we need to establish a working group to oversee the event?	
How many volunteers will we need?	
Where will the event take place?	
Are school staff involved?	
Where and when will meetings be held?	
Advertising and promotion?	
Who is going to be responsible for keeping the community informed?	
What is the best date, time and season? A backup date, time and season?	
What other major events are happening in the local community and at what time of year?	

Before you start your P&C Association will need to ensure that they have community support for the event. Your P&C will need to have a motion recorded in the minutes to authorise the activity.

Organising and Meetings

You will need to have regular meetings and record any decisions made.

All decisions made should be brought back to the P&C Association meeting for ratification.

Meetings will probably need to be more frequent as the event draws near.

It is best to nominate a Fete Coordinator, a Publicity Officer, an Entertainment Coordinator and a Catering Coordinator.

Allocate tasks to volunteers

Someone to get quotes for the equipment hire

Someone to assess the electrical requirements

First aid officers

Someone to install and manage the sound system.

Who will collect the stall takings (two people to work in pairs for security)

Where will the cash be counted?

Arrange security if required

Who will do the banking?

Have someone talk with council about the event.

Complete a risk assessment.

Give volunteers clear instructions on their role.

Provide training for volunteers in WH&S, food safety and use of equipment.

Gathering information

Enlist people to gather the information that you require. If there has been a similar event previously then use the information from that event to inform the new event.

Planning

Do you have a theme?

Ensure that there is a balance of stalls and activities.

Survey the school community to determine areas of interest and expertise amongst your volunteers.

Remember to include the whole school community as some people may be able to donate or volunteer for this event only. They might not be regular volunteers.

Keep a volunteer register

Each class can play a role and be responsible for an area or stall.

Appoint or nominate a coordinator for each stall that way they can arrange for their own volunteers, rosters and you have a point of contact for each stall/ activity.

Engage with Volunteers

Encourage participation in every way you can. More hands make light work but ensure that they are given clear instructions and have someone to report to or ask questions of. Identify areas where you will require volunteers and circulate a list of areas that volunteers can assist early in the process.

Constant stream of information

Ensure that people are able to access information and that your progress is reported in many and various formats. Have someone coordinate the information flow out to the community. Provide opportunities for feedback and participation.

Fete Rides and Activities

Check with local council about any requirements that they might have.

Ensure you have done a risk assessment
Ensure the ride operators provide you with a copy of their current insurance policy.
Book activities and rides well ahead of time
Include some low cost options
Review the returns you will get from the various ride providers

Entertainment

What entertainment will the school provide e.g. bands, art exhibits, student groups etc
Develop entertainment that will attract people to stay longer. Offer various food and drink options.
Local business may wish to hold display.
Local dance studios and sporting activities may provide performances and displays
Invite the fire brigade, ambulance and police to attend with a display vehicle
Develop up a site plan to map out the best location for displays, rides, activities and stalls.

Fete Convenor

Coordinates the fete planning
Ensure that the community is well informed about the event.
Reports monthly to the P&C meetings
Monitor budgets and expenditure with the P&C treasurer.
Ensure that bookings are made and that appropriate insurance forms, licenses or permits are in place.
Completes an activity declaration and sends it to Marsh to ensure insurance cover for the event.
Takes reports from other organising group members
Develop a Fete program

Stall Coordinator

Recruit helpers
Prepare a roster for those volunteers
Arrange or source items for the stall
Operate within an allocated budget
Communicate with the Fete Convenor
Notify the Fete Convenor of any equipment that will be needed.
Organise and set up the stall
Ensure volunteers sign on in the volunteer register

Treasurer

Arrange for any cash required for floats etc with the bank prior to the event.
Oversee the banking and cash handling processes.
Each stall holder must sign for the float
Ensure that all stall holders are aware of the correct procedures for money handling and handing over money during the event.
Provide money aprons or cash tins
Ensure there is a process for stall holders to get change when needed.
Set up a "Bank" to count money and arrange for banking. Ensure that there are always two people in the room at all times.
Ensure that the stall holders know who is collecting funds from them to go to the bank room.
Assist stall holders with pricing
Arrange for takings that are not banked on the day (usually through a night safe) to be stored securely in the school safe. Funds should not be taken home by any individual.
Ensure insurance covers lost cash

Entertainment Coordinator

Schedule performances
Identify locations for performances
Organise a MC
Contribute to the event program
Coordinate any equipment that is needed by performers
Give clear instructions to the performers as to what you will provide and what they need to supply

Catering Coordinator

Ensure volunteers are familiar with food safety procedures
Order supplies
Use tuckshop suppliers where possible
Call for donations of food items and ingredients
Hold banking days – all donated baking must include a list of ingredients
Ask local businesses to donate products

Publicity Officer

Decide how to advertise
Ensure the message is spread far and wide.
Look at local papers for editorial space Do this early in the lead up to the event
Use radio – community ads
School fence signs Local billboards
School signs
School newsletter
Flyers in local shops and businesses
Prepare a publicity timeline
Work within the budget given to publicity

Thinks to consider

Ensure insurance cover is in place – submit an activity declaration to Marsh well ahead of time.
Have a backup plan in case of bad weather
Insure your takings
Secure a copy of the vendor/operators Certificate of Currency to prove that they hold appropriate public liability insurance cover and it is up to date.
Ensure volunteers are aware of child protection requirements
Complete a Risk Management Plan
Look at safety barriers, No smoking signs on school grounds, evacuation plan and first aid station/s
Use plastic instead of glass where possible.
Ensure all expenditure is supported by a motion of the Association.
In seeking sponsorship follow the DETE sponsorship policy