

YPIS - Fundraising assistance

Hi there – here are a few tips I picked up whilst organising a small By-Election fundraiser at school in 2014. Hope this helps!

Cheers
Gemma

TIPS

- There's a P&C shed! This is across from the eating shed in the playground. Kris has the key. It's stocked with more things than you'd think so check before buying anything.
 - A BBQ
 - Many many foldup tables
 - Shade tents
 - Old signs and blackboards
 - Utensils for BBQs and cake stalls
 - Platters, plates, containers
 - Urns
 - Drinks from previous fundraisers
 - Tea, coffee, sugar, stirrers
 - Table cloths, aprons
 - Napkins, hand sanitiser, sponges, cloths, garbage bags, cling wrap
 - Sticky tape, masking tape
 - Basically a lot of stuff!
- Speak to Kris (school office). She has a great deal of knowledge and will be able to point you in the right direction. Also someone from the school will need to let you in to the school building and/or library if you need to access these areas.
- Organise a money float with the P&C treasury. We had \$75 split across the cake, coffee and book stalls. Suggest approximately \$50 for each stall for larger events.
- If on school grounds, organise additional garbage and recycling bins with the council.
- Speak to the P&C President! Also find out if there's a budget for expenses.
- Rally the troops! Ways to advertise for help on the day includes emailing the class liaisons, putting up a roster at school, promotion through the school newsletter, P&C bulletin and a school front gate sign. Suggest posting up the roster at least a couple of weeks before the fundraiser.
- For larger fundraising – suggestions for advertising are letter drops, posters in the window of the Summer Hill Butcher (Gus), at the Drugstore coffee shop in Summer Hill, community boards and on telegraph poles (remember to take them down!).
- Set up early. We allowed 1.5 hours which was ample time to deal with any issues (or if people slept in...!).

TIPS for the coffee machine

John at the Drugstore very generously donated the coffee machine, coffee beans, cups and milk for the By-Election fundraiser held on the school grounds. Following are a few tips to assist if using the machine in future.

1. Introduce yourself to John. The Drugstore is open in the morning, 5.00am - 12.30pm (approx.). He'll be able to tell you where the machine is (could be at Summer Hill Public School or Summer Hill Children's & Community Centre – Moonbie St, for example).
2. Organise pick up of the machine and drop back to John. The machine is quite large and tall: it won't fit into a normal car. You'll need a ute or large van plus two strong people to carry it. Suggest organising this at least a week in advance. We stored the machine in the library when it wasn't in use.
3. On the morning of the fundraiser collect coffee filters milk, cups, coffee beans and grinder. We also offered babyminos – so make sure you have piccolo cups.
4. The machine needs approximately half an hour to warm up. There is a special power cord and plug for the machine – this is next to the large doors which lead into the staff area of the school. Speak to Kris about getting the power cord.
5. The machine needs two buckets – one for the coffee, the other for waste. Two pink and blue buckets were purchased for the machine and can be found in the P&C shed.
6. We used the staff fridge to keep the milk cold, as well as put some on ice.
7. Feedback from the coffee stall for our fundraiser that you'll need at least 3 people for larger events – one person to take orders and money, another to make the coffee, and another to froth the milk and pour. It was difficult finding a barrister/person with coffee making experience. Sound this out first before committing to using the machine.
8. NOTE: John needs the coffee filters and grinder back straight after the fundraiser.

TIPS for running the cake stall

- Parents were very generous in making lots of yummy treats for the cake stall! We found whole cakes and smaller goodies were in high demand. Suggest both are made for future events.
- Request baked goodies are brought into the school the day before (if it's an AM event) or early in the morning of the fundraiser. Request no goods are made which require refrigeration.
- If baked goodies are brought in the previous day, then they can be left on the sick bed.
- There are some attractive wicker baskets to present the baked goodies on the day. These, as well as mini signs for each treat can be found in the P&C shed.
- There are also cake boxes in the P&C shed to handout to parents. This helped to assess how many families were committed to baking, as well as presenting them at the stall on the day. For previous large events all families were given a box to fill.

TIPS for running the book stall

- Request families donate quality adult and children's books and drop them into school during the week before the event. The drop off point was underneath the table in the assembly area.
- Once the books start spilling out(!) please move them into the P&C shed.
- We used 4 tables for the book stall – one section for adult's books the other for children's. For a previous Gala Day, the book stall had a children's mat so the children could choose some books and read them. This worked well.
- There's a large blackboard to write prices, in the P&C shed. We found bundle specials worked in moving lots of books.

This was the checklist used for the By-Election setup – this has not be doctored.

SET UP FOR BY-ELECTION – THANKS!!!!

Set up: coffee stall & Drinks

- Table for coffee machine (use teachers' room lunch table)
- Power cord - from Kris
- Coffee machine – takes 30 mins to warm up
- Buckets for coffee machine (left in shed on top of BBQ)
- Coffee beans (from John)
- Milk (Pete to bring)
- Cups - regular and piccolo for babycinos (from John)

In shed -

- Stirrers and spoons
- Sugar
- Sprinkles (in coffee 'buckets')
- Chocolate sprinkles (in coffee 'buckets')
- Mashmallows (in coffee buckets')
- Cleaning cloths(in coffee 'buckets')

Drinks

- Large esky from shed
- Extra container for drinks (on top shelf in shed)
- Water (Pete to bring)
- Poppers (Pete & Lisa to bring)
- Ice
- Tea bags

Cake stall set up

- Cakes – from Kris inside school
- In shed -
- Tables x2
 - Table cloths
 - Serviettes
 - Serving platters
 - Containers to takeaway (in large box on BBQ)
 - Forks
 - Knives to cut cakes
 - Tongs

- Garbage bags
- Wet ones (in coffee 'buckets')
- Signboard to write prices – found under shed window against wall
- Little cake signs (in coffee buckets)

General set up requirements:

- Signs - from Kris

In shed -

- Sticky tape
- Paper
- Pens/markers
- Run sheet and list of people on roster (Lisa to bring)