

# PARENT GROUP

## TAWONGA PRIMARY SCHOOL POLICY

### Rationale:

Parents can assist in a variety of roles to enhance the education offered to our students. Tawonga Primary School values highly the input of volunteers. The school has benefited greatly over the years from the input and work of countless helpers from the community.

### Aims:

- To make use of skills and experience held by members of the school and wider communities.
- To enhance the programs that we provide to the students.
- To assist with fundraising for special school projects or events.
- To provide a social forum through which parents may connect with one another and the school.

### Implementation:

- The school recognises the value that a Parent Group can add to its programs and will take every appropriate opportunity to recognise and thank parents and volunteers for their efforts.
- School facilities may be used by parent club for meetings or other purposes.
- Parent Group may assist in school events, or run events of their own.
- All fund raising proposals must have prior approval of the School Council.
- All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- Funds raised by Parent Group efforts should be banked by the school Business Manager and credited to a budget line called “Parent Club Fundraising”. All money collected should be held at school as soon as possible after the event.
- The ordering of goods or the expenditure of funds from this account must be approved by Parent Group before being passed on to Principal for final approval.
- All transactions related to fundraising activities will be reported to School Council.
- All profits (and losses) associated with fundraising activities will be reported.
- A School Purchase Order is to be completed and signed by the Principal before the purchase or ordering of any goods, other than those from our local business which we hold an account.
- If possible an Invoice is to be forwarded to the school office for payment of goods or services which the Parent Group may purchase.
- Any funds remaining at the end of any calendar year will be accrued or rolled over into the Parent Club account for the following year.
- If there is a need for minor expenditure on behalf of Parent Club at local stores where the school holds an account (supermarket, NEHIC, Tawonga Store) the representative signing the docket should clearly mark it, for instance: “Parent Club – BBQ”
- As of October, 2015 Parent Club have agreed to be the “Fundraising and Social” sub-committee of the School Council.

### Evaluation:

This policy will be reviewed as part of the school’s three year review cycle.

This policy was last ratified by School Council on....

October 2015