

# Fundraising Guidelines for P&Cs

## Decision-making processes

- A Fundraising Sub-committee may be formed that will undertake the majority of planning for fundraising events. They must use a Terms of Reference that outlines scope, composition and roles within the Sub-committee. All ideas and recommendations of the Sub-committee must be included in the Sub-committee report for tabling at a General Meeting.
- The decision to hold a fundraising event must be passed or ratified by a properly convened P&C General Meeting (**otherwise it may not be covered by insurance**).
- Setting a clear goal for the use of funds is more motivating for participants than just raising funds and deciding what to do with them later. All participants and supporters of the event should be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.

## Approvals, regulations etc.

See the Department of Racing, Gaming and Liquor [www.dlgsc.wa.gov.au/racing-gaming-and-liquor](http://www.dlgsc.wa.gov.au/racing-gaming-and-liquor) for regulations involving the use of lotteries/ raffles, bingo, two-up, or other gaming and events at which liquor is served.

## Insurance

For P&Cs affiliated with WACSSO, contact Grange Insurance Services by phone on (08) 9201 8000, or by email at [pandc@grangeinsurance.com.au](mailto:pandc@grangeinsurance.com.au) for information about Personal Volunteer Accident Insurance and Public Liability Insurance.

## Money handling procedures

- Two people to count and sign-off on money raised and where possible, provide receipts.
- Keep details of floats given to stallholders.
- Badge of identification for handlers and collectors of money.

## How to organise an event

Consider the following:

- Theme
- Location
- Date
- Insurance
- Risk management
- Publicity (consider advertising your event in the WACSSO publications at no cost)
- Security & Occupational Health & Safety
- Booking equipment/supplies/rides

See also: [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au) for 'Voluntary Code of Practice for Public Fundraising'

## Fundraising Ideas

- ✦ Sausage Sizzle/Cultural Food Fair
- ✦ School Colour Run
- ✦ Selling Cookie Dough
- ✦ Lap-a-thon, Spell-a-thon, Math-a-thon
- ✦ Mother's/Father's Day breakfast/stalls
- ✦ Car boot sale/second hand car park sale
- ✦ Car/motorbike show
- ✦ Quiz nights
- ✦ Plants/flower bulbs
- ✦ Fêtes and Festivals
- ✦ Fundraising Directory
- ✦ Herbs and Spices
- ✦ Beauty Products/Ladies Pamper
- ✦ Obstacle Course/Greatest Race
- ✦ Candles, toothbrushes, tea towels
- ✦ Moonlight Markets/fête
- ✦ Student talent quest/pet competition
- ✦ Costume or pyjama day
- ✦ School made calendars, stickers, cards, labels
- ✦ Student auction (pens, pencils, bags, hats)
- ✦ Five cent drive or loose change challenge
- ✦ Parent Auction (donated goods or gift vouchers)
- ✦ Art Show/Craft Event
- ✦ Cooking event/competition
- ✦ Fridge magnets/sunblock sales
- ✦ Fruit smoothie day/Healthy Hampers
- ✦ Show bags (vouchers, gifts) for Mother's or Father's Day
- ✦ Commemorative History book/Student Cook Book
- ✦ ATO approved sub-committees for direct donations tax-deductible (building, library etc)
- ✦ Seek grants for specific improvements
- ✦ Ask for annual local business support (small but consistent)
- ✦ Container Deposit Scheme
- ✦ Containers for Change Program

## Holding a P&C event?

WACSSO can help P&Cs network by advertising the event in eNews, Facebook and in the WACSSO Event Calendar on the WACSSO Website.

Email details to [communications@wacssso.wa.edu.au](mailto:communications@wacssso.wa.edu.au).