



**St Dunstan's,
Cheam,
C of E Primary
School**

**PTFA
Opportunities to
Help**

The whole school community makes events like the fayres fun and memorable for the children, and also contributes massively to the profitability of the events through the year

Successful fund-raising is dependent on the contributions of the whole school community, both in donations of goods and of time. You'll have seen recently how much money it is possible to raise at events such as the Christmas Fayre – more than £10,000 – definitely a worthwhile undertaking.

But...children grow up and leave – and of course, so do their parents! As a result, there are often opportunities for parents with younger children to take their place in supporting the school through the PTFA activities.

Please read through the vacancies below to see if you could help

There is one committee vacancy – Secretary, which is outlined below. But being on the committee, who organise events such as the fayre, may not be for you. Don't worry; there are many other tasks that need doing, at the fayres and throughout the year!

Please take some time to read through this leaflet : you might find there's something you'd like to do that you just didn't know about yet; or perhaps you'll think one of your friends might be brilliant at doing something, just hadn't thought to put themselves forward!

General 'in-school' vacancies

In-school fund raising co-ordinator

If you're DSB checked and able to go into the school during the week, you may be able to take on the role of co-ordinating fund-raising activities such as the recent Christmas cards (which raised £500) or the infant nativity DVD which is always very popular.

Co-ordination doesn't mean you have to do it all – but we need someone to take responsibility for getting a team together for these kinds of activities and making sure things happen on time.

Fayre Vacancies – Preparation

During the build up to both of the fayres, there is quite a lot of preparation which can be done very quickly and efficiently if we are able to 'spread the load'. Have a look at these opportunities – some will suit parents with younger children as they don't involve going into the school or any after school input.

Marketing team

We have produced some fantastic programmes over the years, and the most recent one contributed £1,000 to the funds through advertising revenue. To maintain the relationships with our regular advertisers, we try to go in to see them in the build up to the fayre.

This role would be as part of a team under Ben Hughes, who would provide the list of regular advertisers for you to visit – usually in the 4 weeks before both the Autumn and Summer half terms – to see if they'd like to repeat their adverts, make a change and also, to see if they'd like to make a donation that we can use on the lottery boards.

And of course, if you know of any other business that would be interested in advertising or making a donation, you can get in touch with them.

Would this kind of role suit you?

“Lock up” team

Have you ever wondered where everything comes from on fayre day, or where the donations left in the lobby mysteriously disappear to? *Where* is easily solved - There is a lock up container at the end of the field, where all of the games, props, supplies for the PTFA events are stored.

How it all gets there is a matter of manpower. We'd like to build a team of people who are able to carry (there is a trolley!) donations to the lock up in the weeks preceding a fayre – splitting the job between a few people makes it far less of a burden and may even save a bit of backache.

Are you able to spare 15 minutes after drop off or before pick up on one or two days a week?

Set up and pack away team

The really hard labour kicks in on the Friday afternoon before fayres; the Saturday morning from 8 until opening time; and the Saturday from close of the fayre until it's all packed up and put away. We need to build some teams of people who may be able to help at these times so that the work doesn't become too much for a small group of people.

- Perhaps you enjoy hovering – after the Christmas fayre, there's plenty of that to do
- Are you handy with a gazebo? A crucial part of the summer fayre and also the buggy park at Christmas
- Do you just want to help – and can give some time before and after the fayre to do whatever it takes?
- Can you spare a few hours once or twice a year?

St Dunstan's Parent, Teacher & Friends Association

I would be interested in helping as part of the:
(Insert team)

I would be interested in the vacancy of:
(Insert the vacancy)

Name:

Contact Details:

Email:

Contact Number(s):

Pop this slip in the PTFA box in the foyer, or contact Ms A Carnie, PTFA chair, via the school office at office@stdunstans.sutton.sch.uk

At the Fayres – running stalls/games

Lucky Dip wrapping

At each fayre, we provide 100 wrapped prizes for each age group (400 in total) and make up to £200 profit from this stall.

This would suit someone who can't commit time on the day or in school, but who enjoys getting together with their friends and could organise a wrapping party or two...

Beauty Team

A very popular stall with girls and boys (they love to get their hair sprayed with a wide variety of colours!). We need a beauty stall co-ordinator to make sure that we have the right supplies ready for use on the day, to organise the rota (of people who know how to do nails and hair!) and to manage the stall on the day.

Is this your kind of thing?

Adult Tombola

This would involve preparing the raffle tickets in advance, tearing off and folding the set for the tombola drum, and preparing the tickets to go onto the items.

An easy job to do in the comfort of your own armchair!

BBQ/catering for the Summer Fayre

This is probably a stall which is best run by a team of friends. You would need to agree with the committee how much stock to purchase for hot dogs, burgers etc (this can be worked out by looking at the previous year's sales) and then:

- Purchase any stock necessary – food, condiments etc. (you will be fully reimbursed)
- Before the day ensure the BBQs are clean (they are kept on school grounds)
- Purchase the charcoal
- Set up and man the BBQ and the stall on the day
- Clean up afterwards

If you think you could get a team together to enjoy the challenge of catering this could be the role for you.

The Secret Room at the Christmas Fayre

You've probably benefited from the Secret Room yourself – the children really enjoy going in and choosing presents for their parents and friends by themselves. Charlotte Pontin and Ann Nicholson have done an amazing job on this over the past few years, but their children are now moving on.

Again, best run by a team of friends, there is preparatory work to be done with establishing your team of helpers; the purchasing of wrapping paper, tape etc; working with the committee to arrange donations from the classes and a bit of shopping (fully reimbursed) to top up the stock. After that it's a case of setting up the stall in the infant resource area the Friday afternoon before the fayre and having a lot of fun on the day.

Other Vacancies

PTFA secretary

The secretary has a critical role, supporting the committee and providing a liaison between the school and the PTFA

The role comprises of a number of jobs including:

- The co-ordination of the Small Society Lottery Registration and the Charity Commissions
- Co-ordination of Licences and St John's Ambulance for events
- Compiling the PTFA news for inclusion with the school newsletter – these are sent out fortnightly
- Informing the school of any updates to the school Website
- AGM – creation and collation of paperwork relating to the AGM
- Creation of Risk Assessments for events
- Liaison with class rep co-ordinator

The above might appear has a big role, but many of the jobs only occur once a year. This role would suit anyone who enjoys using the computer and chatting with parents and staff at school.

The Cheam Charter Fayre

In May the PTFA usually take a stall at the Charter Fayre, a very community focused event in the village. The school is also involved with some Year 5 children performing a tudor dance at the fayre opening, led by the mayor and with the church choir.

A team of friends is needed to run the stall. Last year we did face painting and a treasure hunt - but any alternative ideas are very welcome. The main objective is to have a positive presence at this community event, provide entertainment that the children from our school and others can enjoy and, hopefully, make a little bit of profit as well.