

Bulimba State School and P&C Association

Tips for Volunteers

1. Sign in and sign out *every time* you volunteer

Registers are available in each classroom, the Tuckshop, Swim Club, Outside School Hours Care centre, and school administration office. It is a legal requirement that volunteers sign these registers.

2. Obtain a Blue Card if you *are not* a parent of a child at Bulimba State School

This is a legal requirement. Please contact the School Office for help in organising your Blue Card. If you are volunteering primarily for P&C activities, the P&C President will endorse your application.

3. Parent Representatives are to use the template provided for compiling class lists

This template, available from the School Office and/or School Community Liaison Officer, includes mandatory advice about how personal information will be used so parents can make an informed choice about whether they share their personal details.

4. Provide electronic text to the Office for distribution to parents

When Parent Representatives wish to communicate with the parents of a particular class or year group, an electronic version of the text should be provided to the School Administration Team for approval. The information will be printed on to green paper with a special Parent Representative letterhead to signify a parent-to-parent communiqué.

5. Follow the recommended financial procedures when handling money for the P&C

When convening a P&C fundraising event, contact the Treasurer for advice and forms on financial procedures. There are set forms for reporting income and expenditure, claiming reimbursement of personal funds, seeking a cash advance and for counting cash for banking. Treasurers of P&C Subcommittees are to liaise with the P&C Treasurer to ensure appropriate financial recording is in place and to facilitate the annual audit. Key financial rules to remember are included overleaf.

6. Embrace change and support one another's ideas

All volunteers work hard and do the best they can whether that be in the classroom, Tuckshop or convening a fundraising event. Everyone brings new and different ideas. Please embrace new ideas rather than say "but we have always done it this way". Every volunteer deserves the support of the P&C, School and broader community.

7. Seek approval from the Principal in advance of bringing alcohol on to the School

If the alcohol is being provided for a P&C-related event, the P&C President should also be advised. An alcohol licence needs to be obtained at least three weeks in advance if alcohol is to be sold at an event held on the School site. Contact the P&C Secretary for assistance in obtaining a licence.

8. Get involved in a range of volunteer activities at Bulimba SS

Many hands make light work! Volunteers are needed for a wide range of both School -led and P&C-led activities. School-led activities include peer support, excursions, classroom help with rotations including Prep classes, library support, supervising Stop-Drop-Go zones, Environmental Club, and Student Council functions such as discos. The P&C relies on volunteers to run the tuckshop, outside school hours care service, Thursday night swimming club, and fundraising events.

9. Who to ask if you have a query or need assistance

If you are volunteering for a School-led activity, approach a member of the school staff or the School Community Liaison Officer for assistance. When volunteering for a P&C activity, contact the Chair of the relevant P&C Subcommittee (e.g. Tuckshop, OSHC, Swim Club, Fundraising) or a member of the P&C Executive. The P&C Executive will follow up issues as needed with the School Administration. If in doubt, please contact the School Office in the first instance.

10. Respect and preserve the confidential information of others

Being part of your own and other children's learning is a great privilege. When you enter the School you may observe and hear stories about other children, staff or parents. Please be respectful and aware of the need to keep these stories confidential so that we continue to provide a safe and caring school environment.

11. Participate in education and training programs for volunteers

Education Queensland and the Queensland Council for Parents and Citizen's (QCPCA) are committed to providing training opportunities for volunteers. Visit www.education.qld.gov.au for more information.

Key Tips for Handling Money for the P&C

1. All income is to be banked. Please do not pay any expenditure from the income.
2. All expenditure needs to come from the bank account via cheque or cash advance with appropriate supporting documentation attached.
3. For every event, two independent counters need to verify the funds for banking. Simply record the amount for each denomination (i.e. \$500 in \$50s) and have both parties sign the record.
4. Provide some explanation to support the amount of funds generated from an event (eg. 200 tickets at \$15 each = \$3000 to bank; 500 necklaces sold at \$5 each = \$2500 to bank; 400 kebabs @ \$1.50 and 300 sausages @\$1.00 = \$900 to bank; 5 cartons of beer @4/beer = \$480 to bank).
5. Seek approval from the P&C Executive prior to incurring any expenditure in excess of \$500.
6. When convening a large scale event (e.g., Bulimba Ball, Fete), please prepare a basic project plan outlining expected income and expenditure to demonstrate the viability of the proposal. This plan should be discussed with the P&C Executive and endorsed at a general P&C meeting (held 3rd Wednesday of the month) well in advance of the planned event.

=