

Chevening School PTA Handbook

This folder is to serve as guidance and assistance to anyone who helps the PTA. Fundraising is a key element of the PTA and there are tried and tested events that work well both to raise vital funds or provide entertainment /activities for the children.

The main things to remember are:

- Check all dates for any events in advance with the school office
- Order cash floats from the treasurer in ample time before the event
- Undertake a full risk assessment and complete the necessary paperwork in advance, ensuring the Headteacher signs the assessment before the event commences
- Ensure any external stallholders complete the necessary forms and provide a copy of their public liability insurance details
- Liaise with the office if staff members are needed to assist with the event (disco, movie night etc)
- Ensure there are designated First Aiders available at any event involving the children
- The majority of PTA events are designed to raise funds for the PTA, therefore any expenses should be confirmed with the Chair/Treasurer before purchasing/ordering/booking - all Class Reps/Event Coordinators must be made aware from the start that they won't automatically be reimbursed for items purchased and that they must gain authorisation from the Chair/Treasurer before spending.

When coordinating a whole school event (Christmas Fair, Summer Fair etc) it is recommended that all Class Reps are invited to the planning meetings so that everyone is aware of what is happening and how it is all going to come together on the day/weekend.

When coordinating a calendar of events for the academic year, we have found in previous years that it works well to delegate an 'event' to each class to coordinate (unless someone/ a group specifically wish to coordinate something) so that the responsibilities are shared throughout the school.

Key fundraising events:

- * Christmas Fair
- * School Disco
- * Movie Night
- * Annual Ball
- * Easter Funday
- * Summer Fundraiser
- * Swimathon

Smaller events have included:

- * Christmas Card Designs
- * Christmas Pudding Making Evening
- * Parents' Football
- * Cake sales
- * Hot chocolate sales
- * Refreshments at the Christmas Nativities
- * Ice Lolly sale on Sports Day
- * New Parents' Welcome Evening (not a fundraiser)