



Parents and Friends

Activity Group

Procedure and Operational Guide

Eureka Community Kindergarten Association Inc. (ECKA)

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ECKA STAFF

Information and Procedures for ECKA staff to assist with the management of Parent and Friend Activity Groups (P&F).

'ECKA staff', in these procedures, refers to all staff at the service, admin staff and management staff at the ECKA office.

The purpose and procedures for the Parent and Friends Activity Group:

- P&F should meet once per term, at the beginning of the term to set a schedule of activities for the term or in some cases the whole year. An ECKA staff member will attend the term meeting (usually the Nominated Supervisor). Some activities may require the P&F to hold additional meetings during the term to organise events and activities. These meetings can be held at the kindergarten/preschool in consultation with the Teacher, or at another location. Staff are not (normally) required to attend these additional meetings.
- P&F should elect one or two P&F coordinators who will oversee that the planned activities or events are actioned appropriately and in accordance with the decisions made at the term meeting. Decisions should only be made at Term meetings with an ECKA staff member present.
- P&F provide support to the service by undertaking fundraising activities to raise money to improve the learning environment through the purchase of materials and equipment, or maintenance and upgrade of indoor or outdoor environments. (Staff at the service will develop a wish list prior to the first meeting of the year and in consultation with P&F will set a target amount to fundraise in the calendar year).
- P&F make decisions about the expenditure of any fundraising money with the collaboration and direction of ECKA teaching staff, in accordance with the staff wish list.
- P&F provide advice to ECKA staff about any particular values, cultural aspects or other subjects that are important to their community, such as other community groups or events they may wish the service to be aware of or participate in.
- P&F provide feedback and ideas to ECKA teaching staff about the operation of the service.
- P&F may wish to provide opportunities for parents, friends, family members and community members to come together for social and networking events, with approval of ECKA staff.
- P&F must document decisions made at P&F meetings and keep these meeting notes/documents at the service. Staff will copy the meeting documents for P&F members as required.
- P&F must undertake risk assessments of all events in conjunction with ECKA staff.
- P&F groups must follow the instructions of ECKA staff in relation to handling and storage of money and recording of financial transactions related to all fundraising events.

The role of ECKA Staff is supported by Standard 6 of the NQF.

Standard 6.1 Respectful and supportive relationships with families are developed and maintained. –

Element 6.1.2 Families have opportunities to be involved in the service and contribute to service decisions -

Element 6.3.4 The service builds relationships and engages with the local community

ECKA staff will:

- One ECKA staff member (usually the Nominated Supervisor) will attend the P&F meeting at the beginning of each term. It is advisable that this meeting is conducted during normal working hours, straight after one of the kinder sessions. The term meeting can be changed each term so that it is not always held on the day of the same group, or it can be held in the evening with agreement between staff and P&F. If you require assistance from an ECKA office representative at a meeting, please contact Sue at least one week prior to your scheduled meeting, to organise. Staff should not be needed to attend any additional meetings which the P&F hold during the term, as these meetings should only be held to organise and implement the fundraising plan, not to make any new decisions. Decisions should only be made at the beginning of the term meeting when a staff member is present and it is recorded in meeting notes.
- The ECKA staff member attending the meeting will provide a wish list to the Parents and Friends Activity Group of items or events that the fundraising money is to be used for during the year. All staff at the service should be consulted to develop the list and ECKA management staff should be given a copy of the list so that the fundraising targets and budget can be developed prior to the first meeting.
- ECKA Staff in attendance at the first meeting will ask for one or two P&F members to nominate themselves as the coordinators for the year. The coordinator/s names and contact phone numbers and email addresses must be supplied to Sue at the ECKA office.
- The ECKA staff member in attendance at the first meeting will show the P&F how to record the meeting decisions and where the meeting notes/records have to be kept. Sue at the ECKA office, will set up a folder with all of the templates required and the folder is to be kept at the service (not at a P&F members house) with meeting notes available to all ECKA staff and P&F members on request. Staff can facilitate copies of the notes after the meeting to be given to P&F members. A copy of meeting notes must be sent to Sue at the ECKA office sueecka@chariot.com.au
- The staff member will guide the P&F members in making decisions and phone Sue at the ECKA office if any assistance is needed.
- Once the fundraising target is set (prior to the first meeting of the year) ECKA staff must support P&F to determine the number of fundraising events. Often one big event like a trivia night is all that is needed for the year, or parents might prefer one smaller event each term. Staff must dissuade P&F from trying to run too many different fundraisers, as too many can upset other parents in the service. Colleen at the office, can provide details of all events held in previous years and how much was raised. This might help to make decisions about which events to hold.
- Staff must have a copy of ECKA's ethical fundraising policy available for reference. An example where the policy should be considered is if P&F want to run a ladies night with male strippers, this would not fit within ECKA's values and management would not allow it.

- Staff will need to remind P&F members that fundraising money must be kept at the kindergarten to be covered by insurance (not at any P&F members home) and make sure that Sue at the Office is emailed or called to ensure money is picked up regularly. Large sums of money should be picked up on the day if possible, so notify Sue and make it her responsibility. Sue and Colleen often go to Bunnings BBQ's to pick up money on weekends etc. ECKA Staff must find good hiding places for money if you do not have a secure safe at the service.
- Staff at the ECKA office will keep up to date records of money raised by P&F and provide a report to the group each term. Nominated Supervisors must email Sue at the ECKA office once the term meeting dates are set.
- The ECKA staff member who attends the meeting should follow up with the P&F coordinators during the term to see how they are progressing and whether they need any help. Sue at the office can print raffle tickets, create fliers and posters, letters to request donations etc. So please make sure coordinators are given Sue's contact details.
- The Nominated Supervisor must approve any family or community events that the P&F want to undertake. A risk assessment must be completed by ECKA staff and approved by ECKA management staff prior to any event taking place. Sue at the ECKA office can assist the Nominated Supervisor and develop the risk assessment.
- The Nominated Supervisor must provide opportunities for P&F to have input or give ideas into the operation of the service and inform ECKA Management staff of any P&F ideas, or any particular values, cultural aspects or other subjects that are important to their community. Examples are ideas to help inform planning for future years, such as session lengths, times or days. Ideas about the program and the needs of their children. Ideas or input into the facilities provided and where improvement might be made. P&F are not decision makers in any of these areas, but can often provide valuable ideas and information to help ECKA staff and management with future planning etc.
- ECKA staff at the service may wish to involve P&F in working bees or other maintenance tasks. This must be done in accordance with the ECKA Volunteer Policy and it is best practice to speak to management staff at the ECKA office prior to organising any parents to volunteer in this area as risk assessments will need to be undertaken.
- Management and administration staff will be available to provide as much support as possible to ECKA staff at the service and want regular phone calls or emails to ensure the support is provided at the level needed.

CHECKLIST FOR ECKA STAFF WHO ARE SUPPORTING P&F ACTIVITY GROUPS BEFORE THE MEETING

- Set a date for P&F meeting (once every term)
- Let Sue at the ECKA office know and she will put together an invitation to be distributed to parents through the mail pockets.
- Speak to other staff in your centre and make a wish list of things for the parents to fundraise for during the year. These ideas can be big or small. (do this before the first meeting of the year)
- Send a copy of the *wish list* to Sue at the office. sueecka@chariot.com.au
- Make sure the ECKA office have given you a budget (for the first meeting) and last years' fundraising spreadsheet before the meeting.
- Checklist for staff to conduct the meeting.
- At the meeting take the names, mobile numbers and email addresses of P&F members. Sue will provide a sheet for parents to write their details on.
- Ask the P&F to elect one or two coordinators for the year.
- Show the coordinators the meeting record template and show them how to write down the decisions they make. The decision should be written clearly and include the names of any member who has responsibility for any actions.
- Eg. Write down the following: Decision- hold a BBQ at the local supermarket on 3rd of March. Actions- Jenny will book with supermarket. Donna purchase 500 sausages, onions, bread and sauce from IGA. Sally contact Sue at the office and arrange a street vendor permit and pick up a money tin and float from the EKA office. Sally arrange with Sue at the office to collect the money after the BBQ is finished.
- Guide the parents so that they make a plan for the term, or for the full year which is achievable and will not put too much burden on them. History has shown that groups who overload everyone with work trying to achieve massive fundraising targets often have parents fall out with the group due to tension and burnout.
- Discuss any social activities or events and again make sure that the group records any decisions and actions. Inform the parents that a risk assessment has to be completed for any event and contact Sue at the ECKA office to help with this.
- At the end of the meeting set a date for the next term meeting. Advise Sue at the office of this date.
- Photocopy the meeting record/notes and give it to the coordinators and anyone else who is listed on the notes with a job to do.
- Keep the original notes in the folder provided somewhere in the office. Send a copy of the meeting notes to Sue at ECKA.
- Schedule into your diary a couple of dates to follow up with the coordinators to see if they need any further assistance. Eg. if they are planning trivia nights etc, so check if they need any help with this, or decide if another meeting required.
- Contact Sue at the office at any time for support and help.

Parents and Friends Activity Group Members

1. It is recommended that the P&F hold a meeting once per term. During the first meeting of the year we suggest you set a schedule of activities for the whole year. This will give the group clear targets and enable to group to plan ahead for events. An ECKA staff member will attend the term meeting to assist with making decisions and offer guidance with planning.
2. During this initial meeting, a staff member will discuss the 'wish list'; this will include items, projects or events that the kindergarten would like to purchase or undertake with the fundraising money. The staff member will also inform the group of the annual fundraising target, which is set by ECKA, based on previous years fundraising, the kindergartens capacity to fundraise and the cost of the wish list items. Money raised during the year will be spent in that year, as we want the fundraising to benefit the families who help to raise the funds.
3. At your first meeting, record Parents and Friends names on the list provided overleaf.
4. The Parents and Friends Activity Group will need to nominate a Co-ordinator/s who will take notes and record discussions at meetings held once per term. A copy of these notes need to be scanned and emailed to Sue at the ECKA office; sueecka@chariot.com.au. The original notes are to remain hand written and left in this Parent and Friends folder at the kindergarten/ preschool.
5. The Co-ordinator/s will also:
 - Communicate and work closely with the ECKA staff, i.e. the Kindergarten Teacher and Sue at the ECKA office.
P: 5339 5055 E: sueecka@chariot.com.au
 - Consult with staff at the service before any decisions are made.
 - Ensure that Sue at the ECKA office has been notified of all planned events to assist with a risk assessment. Risk assessments must be undertaken prior to any event being confirmed.
 - Work with other Parent and Friends group members to ensure set tasks are being completed.
 - Organise for the collection of money from events with Sue or Colleen from the ECKA office.
6. The Parents and Friends Group may decide to hold social events, after consulting with staff. Please notify ECKA of the details of your planned event as the Insurance cover and Risk Assessment is ECKA's responsibility.
7. All maintenance issues are to be discussed with the ECKA Teacher, who will make contact with the ECKA office.
8. Any requests to use funds for the purchase of equipment or make improvements (other than maintenance, regulations requirements or OH&S issues) are made to ECKA staff who will work with the parents and friends to make the purchases etc.

Parents and Friends Activity Group Meeting Record



Date:

Attendance:

Decisions Made: (record what the decision is and who is doing what)

Q and A

Q) Where do we find help or advice in relation to any fundraising or social event?

A) Your child's Teacher or Sue and Colleen at the ECKA office. P: 5339 5055

Q) Do ECKA need to be notified of any planned meetings, fundraising activities or social events?

A) Yes, ECKA are the legal entity under which your group operates, all activities and decisions made by the members of the Parents and Friends must be authorised by the ECKA office prior to planning and or implementation.

Q) How many meetings should we hold per term and when should we hold them?

A) We suggest that you hold 1 meeting per term. If you are organising a large event, additional meetings may be necessary. We recommend that you hold the meeting at the start of each term.

Q) Should we hold a meeting at night?

A) Experience shows that meetings held after a kindergarten session are the best attended. It is hard for parents to come out at night, due to baby-sitting restrictions and other commitments.

Q) Who sends out notification of meeting dates?

A) The Co-ordinator and Teacher can distribute notes. The ECKA office can also distribute notifications via text messages to all parents.

Q) Should we ask the teacher before organising a fundraising or social event?

A) Yes, always discuss proposed events with your child's teacher, this avoids any conflicting dates or plans that the teacher may have, such as excursions.

Q) How do we get flyers printed?

A) Please ask your child's teacher or request assistance from Sue at the ECKA office.

Q) Can we use the ECKA logo?

A) Yes, however all notices, flyers or posters that must be forwarded to the ECKA office for approval before printing commences.

Q) How do we get a cheque to pay for fundraising activities?

A) Phone the ECKA office and speak to either Colleen or Jo who will write the cheque and either forward it back to the parent and friends group or directly to the company.

Q) Can we use cash for any setup fundraising costs?

A) No, ECKA accounting procedures do allow for such cash transactions. Please phone Sue or Colleen at the ECKA office and we will make the payment on your behalf.

Q) What do we do with cash raised?

A) Please phone the ECKA office if you have received cash payments for any fundraising or social event. We will organise collection asap.

Q) How do I get reimbursement for items purchased for a social event?

A) Please keep the receipt of any purchases you have made and forward this (with your name and contact details) to the ECKA office. We are happy to receive a scanned image of your receipt. Once we have received the receipt we will contact you to organise reimbursement (via cheque or electronic transfer).

Q) Do we have a fundraising target?

A) Yes, Jo and Colleen put your budget together and will forward a copy to the kindergarten Teacher.

Q) How many fundraising events should we hold per year?

A) We suggest you only hold 1 event per term as there is a limit to how much families can manage.