



Little Grove PRIMARY SCHOOL

A Proud Independent Public School

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Guidelines for Parent Organised Fundraising at School.

The following are guidelines to parents or groups of parents who wish to carry out fundraising events at or through the school. Eg. Year 6 parents fundraising for camp.

- Parents form a committee or group and assign a coordinator that is the main contact for the school to liaise with.
- The coordinator checks with the LGPS P&C about any P&C events or P&C fundraising that may impact or influence their proposed fundraising.
- The fundraising group is mindful of the cost to families that come from different financial situations and different sized families. Also, the group should consider what other fees/charges parents have been asked for around that time. Eg. Excursions, leavers shirts, student fundraising days, P&C fundraising. This can be achieved by discussing the proposed fundraising ideas with the Administration of the school.
- The coordinator communicates with the Administration of the school and/or the staff member in charge of the event (eg. Yr 6 teacher for Yr 6 camp) on the type of proposed fundraising, costs, venue and days/times etc.
- Fundraising should not be advertised or conducted until it is approved by the school Administration.
- The coordinator organises to collect money directly and then donates the money to the school for the event.
- Fundraising is ideally done by selling items through parents (not students) at the beginning or end of the school day. Online or paper orders sent home to parents is also ideal.
- Selling of non-food items is preferred. Eg. Wood raffle, raffle for basket of goods etc. However, if food items are sold, this is best done by using the Canteen facility on-site with appropriate accredited parents. Eg. Food handling trained, awareness of students with allergies to certain foods etc.
- Selling of toys directly to students is not ideal.
- Fundraising for scheduled events should be finished and money collected and donated to the school approximately least 8 weeks before the event (eg. Yr 6 camp) so the accurate costings can be finalised.

Thank you for considering the guidelines so your fundraising events are successful.

Mr Darryn Martin
Principal
9/5/22