The Roberts McCubbin Primary School (RMPS) Parents’ and Friends’ Association (PFA) volunteer to help build a positive and caring community environment at our school by supporting our school, families and students through various activities, events and forums. The PFA actively contributes funds and resources to improve the educational and social outcomes for the children.

The PFA is an enjoyable way to be involved with your child’s school and be a part of the school community. We encourage parents/carers to help out with our activities, attend our meetings, contribute ideas and be involved with the discussions and decisions made.

The PFA Committee

The PFA has a Committee who manage the PFA and the activities undertaken in consultation with the school and School Council. Office Bearers consist of a President, Vice President, Secretary and Treasurer, and other assistant roles as required. PFA Members are voted into these roles at the PFA’s Annual General Meeting in March each year.

Meetings

PFA Meetings are held monthly, and alternate between day and evening to provide the opportunity for all parents/carers to participate and be involved. Any parent/carer of a child attending RMPS is welcome to attend PFA meetings however only Members are eligible to vote on issues and decisions made and hold a position on the Committee.

The PFA Needs Your Support - Become a Member!

PFA Membership is open to any parent, guardian or caregiver of a child attending RMPS upon the payment of the annual subscription fee of just $5.00 per family. (This nominal fee is a legal requirement, and is used to support the administrative costs of the committee).

Members of the PFA are entitled to vote on issues and decisions at our meetings to be presented to School Council regarding our activities, funds raised and other matters discussed, and receive minutes of our meetings.

If you wish to become a member, please fill out your details on the attached page with payment placed in an envelope marked “PFA” and return it to your child’s teacher. The PFA is an integral part of the School and needs parents’ support - we look forward to hearing your views and suggestions and seeing you at our meetings.

The PFA Needs Your Support – Join in and be a volunteer!

The PFA wants to encourage all parents/carers to be involved in the fundraising, social and community events throughout the year. We have tried to list most of the planned events and activities for 2013 on the attached page.

Popping your name down on the attached form is just an expression of your interest to help. We will contact you closer to the event to see if you are still able to lend a hand. It’s all about helping out if you can, having fun and making friends!

All coordinator positions have purposely been left blank, so if you have organised an event previously and wish to continue, please fill your name in again.

And thank-you! - from the PFA Committee

Please return the attached form to your class teacher by Friday 1 March 2013
Roberts McCubbin Parents’ and Friends’ Association
Membership and Volunteers Form 2013

Use this form to pay membership or volunteer or both
☐ Yes I/We would like to become a PFA Member, please find enclosed our membership $5 fee per family.

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Request for Volunteers

Remember – this is not a firm commitment – you will be contacted closer to the time to see if you’d like to help.

**SPECIAL EVENTS**

**Easter Raffle**
Date: March
☐ I could help coordinate an Easter Raffle
☐ I can assist with preparing the raffle tickets and counting the money

**Welcome Social Evening**
Date: 22nd March 2013
All parents/carers are invited out for a night out without the kids - an evening of music and socialising. We especially welcome new parents.
☐ I could help coordinate this Social Evening
☐ I’m happy to assist with pack-up or set-up

**Mothers’ Day Stall**
Date: May 2013
☐ I could help coordinate the Mothers’ Day Stall
☐ I can assist with stall set up or pack up
☐ I’m happy to go on the stall roster

**Women’s Night**
Date: May 2013
This is a relaxed evening for mums, carers and friends, with music, candlelight, a few drinks and nibbles. We’d love a few dads to volunteer below!
☐ I could help coordinate the Mums’ Evening
☐ I can help with set up or pack up
☐ I can provide a plate of food

**Trivia Night**
Date: August 10 2013
This legendary fancy-dress trivia night at Box Hill Town Hall is much anticipated by the school community!
☐ I could coordinate the Trivia Night
☐ I’m happy to help the coordinators plan it
☐ I can help with set-up or pack-up on the night
☐ I can supply a raffle/auction prize (or I have a contact that might help)

**Fathers’ Day Stall**
Date: August/September 2013
☐ I could help coordinate the Fathers’ Day Stall
☐ I can assist with stall set up or pack up
☐ I’m happy to go on the stall roster

**Fathers’ Day Breakfast**
Date: Friday before Fathers’ Day
☐ I could help coordinate the breakfast
☐ I can help make pancake batter
☐ I can cook pancakes on the day
☐ I can supply an electric frypan on the day
☐ I am happy to help with set-up or pack-up

**Walk-a-thon**
Date: September/October 2013
This very popular event involves the students in fundraising and promotes a healthy active lifestyle.
☐ I could help coordinate the Walk-a-thon
☐ I can assist as an "event marshall" on the day
☐ I can supply a major or minor prize (or I have a contact that might help)
☐ I can assist with checking the sponsorship forms and counting the sponsorship money

**World Teachers Day**
Date: October 2013
Each year PFA, organise a morning tea for staff to celebrate World Teacher’s Day.
☐ I can help coordinate this event
☐ I can provide a plate of food
☐ I can help with set-up or pack-up on the day

**Children’s Disco**
Date: December 2013
☐ I can help coordinate the Disco
☐ I am a professional DJ and/or may be able to offer my skill/service.
☐ I can help with set-up or pack-up on the day
Prep Transition/1st Day Morning Teas
Date: October/November 2013 and February 2014
Each year several school familiarisation sessions are held for new preps that are commencing school the following year. PFA provides a simple morning tea for these mornings and also for on the first day of school (February 2014).
☐ I am happy to go on the roster to bring a plate
☐ I could coordinate the morning teas

We would love to consider other fundraising or social events as the year progresses. What would you like to see the PFA introduce or be involved with?

________________________________________
________________________________________
________________________________________
________________________________________

ASSISTING THE PFA AND SCHOOL COMMUNITY
PFA Committee Members
The PFA meets monthly, alternating mornings and evenings. The Committee will be looking for some new members from March 2013.
☐ I’m interested in joining the Committee - please contact me.
☐ I’m interested in becoming a PFA member and helping on the Committee, I have included my membership fee and form.

Monday Morning-teas
Every Monday morning the PFA hold a morning tea after assembly for parents and carers. This is a great way to meet new people and catch up with other parents and carers.
☐ I am happy to go on the roster to bring a plate
☐ I could coordinate the food roster

Art Room and Performing Arts Helpers
These helpers are greatly appreciated and preparation tasks can be done at home, during an art class or at times when the Art Room or Performing Arts Room are not being used. Special skills are not required as the tasks are quite varied (eg cleaning, hanging up artwork or helping the kids etc). We’d also love to have some helpers with sewing and mending costumes.
☐ I can help by taking a task home to do
☐ I’d like to help during my child’s art class
☐ I’m interested in helping with the Art Room
☐ I’m interested in helping with Performing Arts
☐ I’d like to help with the Performing Arts performance this year.
☐ I could coordinate the Arts Volunteer roster

Helping Hands Coordinator
Occasionally, as a way of providing support to families in times of need, the PFA coordinate the provision of a family meal or school lunches at short notice.
☐ I can coordinate the list of volunteers and contact them when required
☐ I am able to prepare a main meal
☐ I am able to provide children’s lunches

Craft Group
A diligent group of parents/carers meets approximately monthly at someone’s house to create crafty items to sell for fundraising. Absolutely no creative talent is required!
☐ I’d like to go on the email list to be notified of Craft Group meetings

TIME OR TALENT?
Do you have any particular skills or talents that could possibly be helpful to the PFA or school staff?
Eg: Joe Bloggs – Electrician, available after 6pm to check PFA are not overloading power points for events like the Father’s Day breakfast (and yep we almost did that.) Or, Sam Bloggs – can play violin, available Wed & Fri morning.

Name: _________________________________
Talent/skill: _______________________________
☐ I have a "Responsible Service of Alcohol" (RSA) certificate
☐ I have a Food Handling Certificate
☐ I have a business that may be able to help sponsor an event or provide discount for costs of an event.
☐ I’d like to help but I’m not sure yet what with!
Comments/Details: ________________________
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Thank-you for taking the time to complete the PFA Membership and Volunteers Form.
Please return it to your child’s teacher by Friday 1 March 2013