

LEPS P&C AGM REPORT 2019

2018 PARENTS' AUXILIARY EVENTS

1. SWIMMING CARNIVAL – TERM 1

- Collect ice and esky for event
- Prepare fruit platters (depending on day of the carnival as teacher may do it for a Monday carnival)
- Serve morning tea and lunch to all staff and parent helpers

2. K TO 2 EASTER EGGS – TERM 1

- Confirm class number for K to 2 with office staff to place bulk purchase of easter eggs through supplier
- Divide eggs into small gift bags to provide each K to 2 child with approx. 5 or 6 eggs
- Provide a gift bag of eggs to each class (Diane Read will confirm how she wants these distributed) – I use one of the Mother's Day Stall gift bags and write each class name and number of children to make sure nobody misses out!

3. MOTHER'S DAY STALL – TERM 2

- In term 1, stocktake leftover items from previous year to work out how many items to order allowing for 2 to 3 items per child to purchase
- In term 1, place order for new items with preferred supplier (based on the catalogue each year) to ensure you don't miss out on goods. Invoice is to be made out to Lindfield East Public School and copy sent to P&C President for approval and P&C Treasurer for payment directly to supplier.
- In term 1, purchase gift bags. Invoice is paid by myself and copy sent to P&C President for approval and P&C Treasurer for reimbursement
- In term 2, complete volunteer request form and price list and provide a copy to LEPS Office and Diane Read to make sure it gets distributed via Schoolzine and Newsletter.
- Day prior to the Stall – prepare cash float
- Once the event is complete, go to Bendigo Bank to deposit all funds (less cash float) and provide amounts to P&C President

4. GRANDPARENT'S DAY – TERM 2 OR TERM 3

- This event is mostly organised by Julie Pitt however I would collect all the Volunteer forms and help set up the event with urns, food preparation.

5. ATHLETICS CARNIVAL – TERM 2 OR TERM 3

- Same process as the Swimming Carnival

6. FATHER'S DAY STALL – TERM 3

- Same process as the Mother's Day Stall

7. KINDERGARTEN ORIENTATION DAY – TERM 4

- This event is mostly organised by Julie Pitt however I would collect all the Volunteer forms and help set up the event with urns, food preparation.
- Last year Julie Pitt ran this event on her own but it has been assisted by Parents' Auxiliary in previous years

8. LEPS STAFF CHRISTMAS LUNCH – TERM 4

- Send the “request for helpers” form to LEPS Office and Diane read to make sure it gets distributed via Schoolzine and Newsletter.
- Keep list of volunteers and food to bring (ideally at least 50 plates)
- Purchase all plastic plates, bowls, cups, cutlery and napkins and send receipts to P&C President for approval and P&C Treasurer for reimbursement