

PTA ANNUAL FUNDRAISING & SUPPORT PROJECTS

PROJECT	FUNDRAISING	NO. REQ	PERSON RESPONSIBLE	NO OF HOURS	RESOURCES AVAILABLE
OCTOBER					
Parents' Drinks Evening		2-4			
Christmas Cards <ul style="list-style-type: none"> • Liaise with Senior Leadership Team regarding a theme and providing resources (paper etc) for making Christmas Cards and deadline for finishing them. • Communicate with parents order details, website and deadlines. • Distribute orders via children upon delivery. 	£700+	1-2	Anna Denby	8-10 hours	<ul style="list-style-type: none"> • Packs provided by the Christmas Card Company contain all the order forms and instructions needed.
NOVEMBER & DECEMBER					
School Disco <ul style="list-style-type: none"> • Book the DJ for the School Disco • Arrange for the design of posters and tickets. • Coordinate parents from the SSA, class reps, SSA Committee to sell tickets leading up to the day of the School Disco. • Promote the School Disco through Parentmail. • Coordinate the decoration of the Hall. • Purchase drinks and snacks from Bookers. <ul style="list-style-type: none"> • Coordinate a rota of parents to sell drinks and snacks during the School Disco. 		2-3	Lisa Perkinson	10 hours each	
Northbrook <ul style="list-style-type: none"> • Promote Northbrook through Parentmail and PACT folders. • Collect orders and distribute via children to take home. 	£350+	1	Becky Parker		
Christmas Trees <ul style="list-style-type: none"> • Promote Christmas Trees via Parentmail and in PACT folders. • Ensure collection of funds and cheques. • Place order with the Christmas Tree company and arrange delivery date. • Coordinate unloading of trees on delivery date (usually a Saturday) at 	£700	1	Debbie Lawrence	10 hours	

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<p>school.</p> <ul style="list-style-type: none"> • Be at school while trees are collected. 					
<p>Christmas Puddings</p> <ul style="list-style-type: none"> • Promote Christmas Puddings via Parentmail. • Arrange distribution of order forms in PACT folders. • Ensure collection of funds and cheques. • Place order with Christmas Pudding Company including pudding label design. • Distribute puddings (via children to take home) on delivery. 	£150+	1	Katrina Stevenson	5 hours	<ul style="list-style-type: none"> • Previous order forms to copy and distribute in PACT folders. • Contact details for Christmas Pudding Company. • Instructions for placing order, collecting funds and making payment. • Previous label design available.
<p>John D Wood Boards</p> <ul style="list-style-type: none"> • Confirm sponsorship of boards, number and price per board with John D Wood. • Confirm date for final address list (usually 2-3 weeks before the Fair) to be sent to John D Wood. • Email each person who has previously had a board asking them to have another and confirming their address details. • Ensure the Fair organiser promotes signup via Parentmail. • Ask Ann to confirm which teachers are willing to have a board outside their house including address details. • If required to make up numbers, email Class Reps to signup to their parents. • Keep the board address list accurate and up to date. 	£2400	1	Jacque Humbert	2 x 10 hours	
<p>Christmas Fair</p> <ul style="list-style-type: none"> • Liaise with Head Teacher and staff throughout the planning of the Fair. • Book Fair games e.g. Rodeo Reindeer. • Book marquee. • Decide the allocation of stalls to different classes. • Decide the theme for the Christmas Fair. • Arrange and hold a Christmas Fair meeting with the class reps for each class. Distribute information about each stall and answer any questions at the time. • Arrange for the design of the Summer Fair poster and logo. • Coordinate online rotas and communicate via Parentmail and class reps. • Communicate regularly with class reps via email regarding deadlines, order 	£5500	1-2		20 – 30 hours over 4 weeks	<ul style="list-style-type: none"> • Spreadsheets detailing weekly tasks available starting 6 weeks from the Fair. • All previously written Parentmails, flyers and class rep emails . • All supplier details. • Contact details for parents to help with specific tasks eg design of posters. • Previous shopping lists for Bookers. • Online rotas. • Stall instruction sheets and

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requirements and answering any further questions. <ul style="list-style-type: none"> • Communicate to parents via Parentmail each week outlining support and donations required. • Make a trip to Bookers for all purchases. • Decide Fair Layout. 					equipment lists.
FEBRUARY					
Quiz Evening	£500 - £800	2	Kate McVeigh & Katharine Childs	15 hours each	
MARCH					
World Book Day (Project TBC) <ul style="list-style-type: none"> • Liaise with curriculum leaders on the format for World Book Day. 		1	Sara Atkinson (Y5 & Y3)	4-5 hours	
APRIL					
School Disco <ul style="list-style-type: none"> • Book the DJ for the School Disco • Arrange for the design of posters and tickets. • Coordinate parents from the SSA, class reps, SSA Committee to sell tickets leading up to the day of the School Disco. • Promote the School Disco through Parentmail. • Coordinate the decoration of the Hall. • Purchase drinks and snacks from Bookers. • Coordinate a rota of parents to sell drinks and snacks during the School Disco. 		2-3	Becky Parker Kate McVeigh	5-6 hours each	
MAY, JUNE & JULY					
John D Wood Boards <ul style="list-style-type: none"> • Confirm sponsorship of boards, number and price per board with John D Wood. • Confirm date for final address list (usually 2-3 weeks before the Fair) to be 	£4800	1	Jacque Humbert (Y6, Y4, Y1)	2 x 10 hours	

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<p>sent to John D Wood.</p> <ul style="list-style-type: none"> • Email each person who has previously had a board asking them to have another and confirming their address details. • Ensure the Fair organiser promotes signup via Parentmail. • Ask Ann to confirm which teachers are willing to have a board outside their house including address details. • If required to make up numbers, email Class Reps to signup to their parents. • Keep the board address list accurate and up to date. 					
<p>Summer Fair</p> <ul style="list-style-type: none"> • Liaise with Head Teacher and staff throughout the planning of the Fair. • Book Fair games e.g. Bungee Run, Bouncy Castle well in advance. • Decide the allocation of stalls to different classes. • Decide the theme for the Summer Fair. • Arrange and hold a Summer Fair meeting with the class reps for each class. Distribute information about each stall and answer any questions. • Arrange for the design of the Summer Fair poster and logo. • Coordinate online rotas and communicate via Parentmail and class reps. • Communicate regularly with class reps via email regarding deadlines, order requirements and answering any questions. • Communicate to parents via Parentmail each week outlining support and donations required. • Make a trip to Bookers for all purchases. • Decide Fair Layout. 	£6000	1-2		20 – 30 hours over 4 weeks	<ul style="list-style-type: none"> • Spreadsheets detailing weekly tasks starting 6 weeks from the Fair. • All previously written Parentmails, flyers and class rep emails. • All supplier details. • Contact details for parents to help with specific tasks eg design of posters. • Previous shopping lists for Bookers. • All previous online rotas. <p>Stall instruction sheets and equipment lists.</p>
<p>Youngs Sponsorship</p> <ul style="list-style-type: none"> • Send letter to Youngs requesting sponsorship of the Summer Fair. • On receipt of the donation, send a thank you and letter of receipt for the Youngs Trustees. 	£1000	1	PTA Chair	1 hour	
THROUGHOUT THE YEAR					
<p>Abel & Cole</p> <ul style="list-style-type: none"> • Promote the sale of bags of organic fruit and vegetables from Abel & Cole. • Be the point of contact with Abel & Cole. 	£500+	1		•	<ul style="list-style-type: none"> • In some Wandsworth schools this raises over £2000 per annum. In previous years it has raised £300 - £400.

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Wimbledon Theatre Tickets			Sara Atkinson		
Sheringdale Merchandise <ul style="list-style-type: none"> • Arrange for the ordering of Sheringdale PE t-shirts. • Send out order forms to parents and communicate via Parentmail. • Collect and check all orders before sending to company. • Distribute t-shirts to children via PACT folders. 			Lisa Perkinson		
Bags2School <ul style="list-style-type: none"> • Arrange with Bags2School for collection dates. • Distribute bags in PACT folders. • Promote Bags2School scheme through Parentmail and through class reps. • Liaise with school regarding a place for bag collection. 	£500+	1	Katrina Stevenson	1 - 2 hours three times a year.	
Micro Scooters <ul style="list-style-type: none"> • Promoting the scheme through PACT folders, Parentmail and around school. 	10% of all sales	1	Volunteer needed.	As much as you want.	<ul style="list-style-type: none"> • The website has an entire section with materials (posters and leaflets to be downloaded) and ideas of how to successfully promote the scheme.