

Checklist for the coordinator of a Bellbrae Primary School event.

This is a guide for the coordinator of an activity that requires volunteers.

Tasks Prior	✓
<p><u>Publicity Checklist</u> What is the activity? What is the purpose? Is it a one off/regular? Describe any history of this event for new or prep parents? If it is a fundraiser where will the proceeds go? Date, day and time you need to turn up? How many parents (not gender specific) are required? Any specific skills required for the activity? Are pre-schoolers safe to attend? When will it finish including pack up? Who is co-ordinating the activity? How you can you be contacted. Where to meet What to wear/bring</p>	
Start calling for volunteers ideally a month notice so that working parents and those with toddlers at home can be involved.	
You can post your event directly on Facebook site.	
Email your advertisement to Belinda Bassi (bassi.belinda.b@edumail.vic.gov.au) in the office by Wednesday lunchtime to catch the newsletter.	
When someone volunteers thank them immediately and confirm they are needed for the event. Get their contact details.	
A week before confirm that your volunteers are still required. Allocate roles, time to arrive, what to bring, how long it will take.	
If anyone pulls out get them to try to find a replacement. "No worries just get me a replacement."	
Tasks on The Day	✓
Instructions for the event may be posted on the Parents and Friends page on the Bellbrae school website.	
Arrive 10 minutes early and report to the office if it is open. Thank and delegate a task clearly to each person.	
Take Money's raised to the office at the end.	
Personally thank each volunteer.	
Tasks Post event	
Fill in the attached form and place in the Parents and Friends communication tray to be tabled at the next meeting or email contents to a committee member.	
Post on the Facebook page how the event went, thanking each volunteer for helping. Include money raised and what it is going towards.	
Mention when the next activity will be and who is coordinating. Another parent should thank the coordinator.	

