# 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

<table>
<thead>
<tr>
<th>Publicity Checklist</th>
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</thead>
<tbody>
<tr>
<td>What is the activity?</td>
</tr>
<tr>
<td>What is the purpose?</td>
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<tr>
<td>Is it a one off/regular?</td>
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<tr>
<td>Describe any history of this event for new or prep parents?</td>
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<tr>
<td>If it is a fundraiser where will the proceeds go?</td>
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<tr>
<td>Date, day and time you need to turn up?</td>
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<tr>
<td>How many parents (not gender specific) are required?</td>
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<tr>
<td>Any specific skills required for the activity?</td>
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<tr>
<td>Are pre-schoolers safe to attend?</td>
</tr>
<tr>
<td>When will it finish including pack up?</td>
</tr>
<tr>
<td>Who is co-ordinating the activity?</td>
</tr>
<tr>
<td>How can you be contacted.</td>
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<tr>
<td>Where to meet</td>
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<tr>
<td>What to wear/bring</td>
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</tbody>
</table>

- 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.
Bellbrae Parent and friend Event Feedback

Event name: ____________________________

Date: __________

Coordinator: __________________________

Volunteers
Name  Contact details  Who attended
____________________________________
____________________________________
____________________________________
____________________________________

Money Raised: _________________________  Given to ________

Ideas to improve: ________________________
______________________________________
______________________________________
______________________________________
______________________________________
______________________________________
______________________________________