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## WOODSTOCK SCHOOL - Chairperson and Treasurers End of Year Report 2018

Prepared by: Brigitta Warren, Jane Conlon, Courtenay Paul

Date: 14 February 2019

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### **Summary**

2018 was a successful fundraising year for Woodstock School, with a total of \$37,676 raised from fundraising events.

We only had a few members this year as part of the PTA staff but worked well together to efficiently raise this money for the school. The largest fundraising effort was the Quiz/Auction night which raised a total of \$17,000. This was a lot of work, but it paid off in the end. The knowledge-athon and Calendar art also raised great amounts.

The move to promote our school as environmentally friendly was well supported by the sale of stainless-steel pegs and re-useable bags. It would be recommended to continue these or look at similar/new options.

Our fundraising efforts in some areas, such as disco ticket sales has been simplified with the use of Kindo. It would be recommended to consider and investigate if we can use this for other fundraising options. Although we lose a small amount in admin fees, this does save a substantial amount of time, which is what we as the PTA are generally short of.

Thanks to all the PTA and friends of the PTA for their efforts during 2018. Overall, we had a very successful year and we wish the PTA of 2019 as much success.

### **Money Raised through Fundraising**

<b>Fundraising Event</b>	<b>Approximate Profit Made</b>
Bake sale	\$2046.00
Pizza – Cheesy Tuesday	\$1640.00
Hot Cross buns	\$699.00
General knowledge – children	\$5381.00
Quiz Night	\$17,000.00
Calendars	\$6245.00
Entertainment Books	\$612.00
Smith and Mackenzie Cheese cake	\$88.00
Oxford Pies	\$1369.00
Re-useable bags and pegs	\$1309.00
Disco	\$1287.00
<b>Total raised</b>	<b>\$37,676.00</b>

### How Money was Used during 2018

<b>Donations</b>	<b>Cost</b>
Interactive boards	\$6846.00
Soccer goals	\$250.00
Sport uniforms	\$1625.00
Development outside classrooms 7, 8, 9	Agreed contribute \$20,000 – shade sails already paid for out of this allocation
Tiger Turf	\$6316.00
Year 6 bus trip	\$190.00
Shade sails	\$3428.00
Pool upgrade	\$8000.00
Water world bus trip	\$190.00
<b>Balance in bank account</b>	
00 – account	\$30690.14
01 – account	\$2720.44

Funds (around \$26,000) will be transferred to the school in 2019. This is contributing to paving, shadesails around classrooms 7,8 &9.

### Summary of Each Fundraising Event

#### **Bake Sale – Key Organiser Jane Conlon**

We ran 3 bake sales this year. A great little community event that involves the whole school. It was great to split it up into Houses for Term 2 and 3. We found that this opened it up and enabled the entire school to contribute.

Involves a few notices to go out the Friday prior and then a reminder a few days before. Facebook ads as well.

2 people to collect baking in the morning from 8.15 to 8.45. Then 2-3 people from 1.30 to 2.30 to price and start set up.

Then 6 to 8 people from 2.30 to finish set up and get involved with selling. Float required.

#### **Cheesy Tuesdays – Key Organiser Mary Lamberton**

**Pre event** - Make flyer PDFs and send to school. The office organised sending them out and putting on Facebook etc. Print order forms, Organise helpers with senior teachers, Initial shop for bags / napkins / serviettes, Organise kitty

**Every Tuesday** (2 people early, 3-4 people at lunchtime)

In the morning arrive early to start taking orders at 8.15 until 8.45, Count money and collate orders (45-60 minutes. Normally leaving school before 10), Bank money, Order Pizza for delivery at 11.50, Arrive back at school at 11.40 to distribute pizza. Leave by 12.30.

In summary, there's about 3 hours pre work if we use the same flyers from last year and just change a few details. For 4-5 weeks in August, every Tuesday 2 people to take orders with students and collate (2 hours) and 3-4 people distribute the orders every lunchtime (1 hour).

### **Hot Cross Buns – Key Organiser Becky, Debbie, Anja, Jane and Courtenay**

Hot Cross Buns are relatively easy to run. Need notices done prior with dates noted on them and then an updated notice each week with order form on bottom. (there's full notes in the Hot Cross bun folder in dropbox)

You will need 2-3 people for this however the more hands makes lighter work. Primarily need a person to ensure all notices are done then 2 people to count money/collate orders and 2 people for pick up as often quite a lot to fit in one car.

And then 2-4 helpers at school (depending on how many orders there are) to sort orders & drop to class rooms before end of school .

The main work for this one is Tuesday avo or wed morn collating orders and counting money then Thursday for deliveries. And it runs for 4 weeks leading up to Easter.

### **General Knowledge-athon - Claire Blomfield**

Aimed at all students and their families at school. General knowledge questions need to be prepared. This was split into 4 areas

Year 0 &1 (5 questions to learn at home, 5 mystery questions), Year 2 (10 questions to learn at home, 10 mystery questions), Year 3 & 4 (10 questions to learn at home, 10 mystery questions), Year 5 & 6 (15 questions to learn at home, 15 mystery questions).

Preset questions needed to be sent home accompanied with a sponsorship notice explaining the general knowledge-athon about two weeks before the actual quiz day.

A video was prepared for each level where the preset and mystery questions were read out loud. The video links were then sent to classroom teachers. All children had to sit the "test" at the same time across the school.

Score sheets were sent home by the teachers after the quiz test with an accompanying newsletter for sponsors to pay their money. Money was collected via cash and internet payments

Once money was in, the highest sponsorship earners were rewarded with a medal and/or a book voucher.

Total time spent on the project - Maybe around 20 hours???

All documentation is stored on the school server under Admin - PTA.

### **Quiz Night – Key Organiser Courtenay & Jane**

This was organised primarily by three key people.

The success of this did rely heavily on Courtenay, the contacts that she has in Hamilton and the time that she put in to it. It required someone that had lots of connections.

Its hard to figure out how much time went into this other than saying a lot!

Quiz night needs a lot of initial work getting donations for quiz items/experiences. This is the biggest part. Once items for auction are sorted then everything falls into place.

Calling for offers from school families early on and then specifically targeting people you know in the school for donations is important. Get onto this early so you can finalise items and get the general organising of the evening underway.

In 2018 we chose to pay an auctioneer/quiz master/ MC who ran the evening and Quiz for us. He was great and it was well worth the money. We got him to give us a good deal as it was a fundraiser & he really helped the evening to run smoothly. (see quiz night notes in dropbox for more info)

We also did Table sponsorship for the first time which allowed people in our school community to donate when their business was potentially something that didn't have an item or experience to donate. For example – Real Estate Agents, Lawyers, Builders, Plumbers etc etc. Tickets were also sold at \$20/each.

To reduce the work on the evening we asked people to come in a theme for their table and also to dress the table – that way we didn't have any cost for decorations or time spent on this. It worked out great and people had a lot of fun with it.

Whilst it is a lot of work if you had a team of people from early on with 1-2 main organisers who all had very specific jobs to complete and timeframes it is do-able without too much stress and it raised a considerable amount of money for the school so was all worth it in the end. I suggest starting organising at least a term before the event (and planning from at least 2 terms before) and have a set timeline for all tasks.

Get organised early!

### **Calendars – Key Organiser Maree Lewis/Courtenay Paul**

Thanks to the teachers for arranging this and doing most of the work.

The teachers organise all the artwork for this fundraiser and then it requires a team of parents 3-4 to come in and collate the artwork to the order-form and send it all away (Janeen helps with the sending and issuing of products to children when they come back)

In 2018 one class did theirs online and in the future I believe more will do this and the ordering system will be all online which will really speed up the process. This is a very easy fundraiser and requires perhaps half a days work from PTA.

### **Entertainment Books – Key Organiser Becky Tebbutt**

This requires initial contact with the Entertainment Book people and attending a promotional evening. The office ladies coordinate the sales but does require a PTA rep to organise, follow and be the main point of contact. Not a huge fundraiser and these are available through lots of sports clubs etc.

### **Smith and MacKenzie Cheesecake – Key Organiser Courtenay Paul**

Smith & McKenzie send out a reminder when this begins and you enter a flavour for the school. Previously we have just asked the PTA and friends of the PTA for flavour suggestions. You can open it up to the wider school if you want to but isn't really necessary and would also mean more work.

We will often have an evening for the PTA & Board members at Smith & McKenzie in order to support the school & the event and also put a notice out to the children for families to go and support it. Each child gets a voucher from memory for \$1 off the cheesecakes.

There is an event at the end of the month that a PTA representative needs to attend (most likely with your family) where they do some games and then present the awards and money to the organisations.

Very easy fundraiser and doesn't usually raise a lot of money but a historical event we have always been a part of. 2018 was particularly low in fundraising as ours was made Vegan. We think this had a huge impact so potentially ask S&M if ours could not be part of a dietary requirement for this year.

### **Oxford Pies – Key Organiser Courtenay**

This again is a relatively easy fundraiser which we mostly do as a service for the school community.

You need to set a date with Oxford Pies then get the order forms and notices out to the school. Once orders are in it takes a team of people at least 4 to collate them, put them in the provided spread sheet (double and triple check you have entered them right) and count all the money. On delivery day you again need a bigger team (as many people as you can get – at least 6) to sort the orders and place them in bags or boxes on the bleachers in the hall so people can come and collect.

We all bought re-useable /paper bags for this so we had enough to put all orders in. You need to have the delivery for lunch time and then packers to come straight away so that you check off the pies to the main order then start packing everyone's orders to ensure they are done before end of school. All orders need to be carefully checked so correct before they leave.

We have everyone come to the hall to collect and don't allow people to grab their own as it causes chaos! Bring highlighters, markers, pens, spare paper & staplers so everyone has their own in order to mark orders off and keep orders in their groups.

### **Reuseable Bags and Pegs – Key Organiser Renee Beere and Anja**

This involves one person being the contact with the seller of the item and coordinating the best way to show product and take orders. We suggest not having too long a time as the sale period. Short and sharp so people make quick decisions and it doesn't drag on.

Notices to go out and Facebook posts made. Once orders in 1 person collate them and confirm payment with Kindo/internet/cash etc. Would be advised to use Kindo in future if possible.

Once items arrived sorting them, packaging them up and allocating class number. Drop off at office and they will distribute to child in class.

### **Disco – Key Organiser Leianne Nordstrom**

Using professional and passionate Addictive DJ, Matt Naylor from Tauranga was good again. The time was hugely reduced having Claire and Janeen's help with online payment. 240 students came. Claire, Katherine, Mary, Sara, Courtenay, Jane, Kate, Becky, Brigitta, Deb, Susi, Emma, Nik, Jake and Co were a great organising group.

Next year we'd need to inform and familiarise families with online sales and having a door list and as we'd like to do no ticket again. Some left over glow bracelets left over for next years disco. We could purchase and sell more drinks again.