



Seabrook Primary School

ROLE OF PARENTS AND FRIENDS TEAM (*Parents Club*)

Principle role is to help with school based activities directly benefiting students and/or families and develop community spirit working on a non-profit basis i.e. activities run at a cost without profit.

Team will work in conjunction with school activities calendar.

Team will work in conjunction with Fundraising Team as appropriate.

The coordinator or representative will

1. Report following activity to School Council by a fundraising representative
2. Provide a written financial statement to School Council following activity (providing costing breakdowns, expenses and profits as example proforma below)
3. Advertise through newsletters or fliers meeting times and working party dates to encourage increased participation
4. Approval to be sought prior to purchase of materials.

PROFORMA EXAMPLE

Activity: _____

Date: _____

<i>Expenses</i>	<i>Quantity Purchased</i>	<i>Suppliers Details</i>	<i>Total Cost</i>	<i>Monies Received</i>	<i>Numbers Sold/Ordered</i>	<i>Net Takings</i>
Sausages	6 Dozen	Don	\$250.00	\$2.00	58	\$10.50