Bright P-12 College Parents & Friends Group
Inspiring education, supporting families, connecting community©

Bright P-12 College Parents and Friends Group
Charter 2015

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1. **Aims and Objectives**
The Parents and Friends Group works as a sub-committee of Bright P-12 College and contributes to the wellbeing and profile of the College community by:

   a. Supporting families through the P&F Foundation.
   b. Promoting opportunities for parents/guardians/friends to contribute to College life.
   c. Providing recommendations to College Council regarding policies and educational opportunities.
   d. Connecting and informing parents/guardians/friends by creating and maintaining an e-mail data base.
   e. Co-ordinating fundraising for the benefit of the College community.
   f. Enhancing school and educational environments by allocating funds through a wish list funding application process.

2. **Meeting Objectives**
   a. 20% of the funds raised, through general fundraising activities, by 30 June of the school year will be allocated to the P&F Foundation. The distribution of funds from this foundation is at the discretion of the Bright P-12 College Wellbeing Officer. Application to and distribution of these funds is strictly confidential and made directly to the Wellbeing Officer. P&F will be advised of numbers and general expenses only for reporting purposes.
   b. The P&F committee will warmly welcome new families entering the School Community. The P&F committee will organize social events for parents, teachers and staff to develop friendships and sound relations, subject to the availability of funds. The P&F committee will act as a support to teachers at the school, in the classroom and at school functions.
   c. A P&F representative/s will liaise with the Principal and College Council on policy and other educational matters when appropriate. The P&F committee is recognized as a sub-committee of the College Council and has a minimum of one College Council member attending the meetings held twice a school term.
   d. P&F secretary will update and maintain an electronic data base.
   e. P&F hold timetabled fundraising events throughout the year.
   f. P&F provide opportunities for parents/guardians/friends/staff and students to apply for funding through the P&F Wish List Funding application on an annual basis, subject to availability of funds.

3. **Membership and office bearers**
   a. Membership is open to all parents/guardians/friends/staff and students of Bright P-12 College.
   b. P&F should have an executive comprising the following positions: President (chair), Vice-president (vice-chair) Secretary, Treasurer. Representatives from other groups associated with the school or significant events/responsibilities are also encouraged to attend meetings. They may include:
   - Art exhibitions
   - Book Fair
   - Education week
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- Event coordinators e.g. BBQ’s, Fun Run, End of term Lunches, , 2nd hand Uniform Sale, 2nd hand Text book Sale, Trivia Night
- Music program
- Open day and transition information events
- Outside School Hours Care/Vacation care
- Snowsports program
- Swimming program

c. Nominations for executive and committee positions will be advertised four weeks before the AGM through the following:

   (a) Alpine Observer newspaper,
   (b) Bright P-12 College newsletter
   (c) P&F electronic data base

   All correspondence should be directed to the P&F secretary.

d. Elections for executive positions and committee members will be held during the Annual General Meeting (AGM) in Term 1 Week 3 of the school year.

4. **Meetings, Reporting and Accountability**

   a. General meetings will be held at 7.00pm every 3rd and 7th week of term at a place and day to be specified.
   b. AGM held in Term 1 Week 3 for the specific purpose of electing a new executive, committee members and to review the P&F Charter.
   c. The Presidents AGM report is published in the college newsletter.
   d. Notice of special meetings will be advised at least four days via email.
   e. Minutes of all meetings will be emailed to database and available at the administration office of Bright P-12 College.
   f. Each year P&F will develop an annual set of objectives to achieve and the activities planned to support them.
   g. P&F executive committee will provide regular updates to the school community via the school newsletter.
   h. P&F Funding request/idea rounds will be open in Term 4 of the school year, subject to available funds. Application forms will be distributed via electronic data base, school distribution list and hard copies at the administration building.
   i. All P&F major fundraising events and achievements are celebrated through the appropriate media outlets.

5. **Communication**

   a. Term 1 provide an information page via the college newsletter which will include:
      i. Introduction to P&F and its role within the College
      ii. Fundraising events and volunteer opportunities – Refer to Appendix 1
      iii. Aims for the year ahead
   b. Early in first term, P&F will hold a Welcome BBQ for the College community.

6. **Fundraising Guidelines:**

   a. All fundraising activities undertaken by P&F must be agreed to and ratified by the College Council or the Executive Officer of the College Council, prior to commencement.
   b. If an external fundraising request is made to BP12C, it will be considered by P&F and a recommendation made to College Council.
6. Any groups/individuals who are fundraising using the P&F name must adhere to Bright P-12 College expected behaviours. If an incident occurs where the P&F name is compromised, a written apology from the group or individual must be published in the College Newsletter.

7. **Wish List Funding process:**
   a. Refer to **Appendix 2**

8. **Activity Calendar:**
   a. A 12 month activity calendar will reviewed at the end of each year.
   b. Requests for additional activities will be considered, bearing in mind the availability of volunteers and “good will” of the College community.
   c. Any fundraising activities or events must be submitted to P&F Executive committee. All conflicts of interest must be advised.

9. **P & F Use of Office Staff:**
   a. Bright P-12 College supports the existence and ongoing development of P&F and will provide administrative assistance when required.
   b. All notices must be provided to office staff prior to distribution and or photocopies being made.
   c. Office staff will proof read any notices going out to families prior to distribution.
   d. All monies must to be provided to admin staff for processing by the second last week of each term. No financial transactions can be made during the last week of any term.

10. **Quorum**
    The quorum for a meeting of the Group shall be 4 members.

11. **Finance**
    A separate account must be maintained by Bright P-12 College finance department for the purpose of:
    a. the administrative functions of P&F Group
    b. raising of funds by P&F Group for the benefit of the school.

    P&F group will have a separate subprogram maintained within the school’s official account on CASES 21. In addition for P&F reconciliation purposes an activity account must be completed and a receipt produced by any member who incur expenses on behalf of P&F group at retail and food outlets. The activity accounts are kept with the IGA tag, in the petty cash tin and in the P&F box at reception in the administration building.

    The Group’s finances will be audited along with those of the school.

12. **Payments to members**
    The Group shall not be for profit or gain of its individual members.

13. **Reviewing the Charter**
    This charter will be reviewed at a special meeting between week 3 and 7 of Term 3 each year. Any changes to the charter can be motioned throughout the year and passed at the AGM.
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Wish List Funding Application

Submit by Friday __/__/20__

Part A: Contact Details
Name: ________________________________________________________________

Are you? (Please tick)  Staff ❑  Parent/Guardian ❑  Student ❑

Email: ________________________________________________________________  Phone: ____________________________

Part B: Details of Item requested
Item: ___________________________________________________________________

Description: ___________________________________________________________________

___________________________________________________________________________

Cost: attach quote ____________________________________________________________

For use by which year level/s: ________________________________________________

Please specify benefit(s) to College: ____________________________________________

___________________________________________________________________________

___________________________________________________________________________

What other sources of funding have been sought or are available for this item? __________

___________________________________________________________________________

Which of the following committees, College Council or relevant bodies has this application been
discussed with? This question must be completed (Please tick)
Curriculum ❑  Development ❑  College Council ❑  Year level coordinator ❑
Leadership team ❑  Key Learning Area ❑  Principal Class Officer ❑

Part C: Please ensure that all sections have been completed and relevant documents are attached.
Part A completed ❑  Part B Completed ❑  Quotes ❑

Forward applications to ParentsandFriends@brightp12.vic.edu.au
Or, drop into the P&F box at the College administration office.
Wish List Funding Application Guidelines

These guidelines have been provided to assist with the application process. Should you require further explanation or assistance, Parents and Friends can be contacted through the P&F e-mail address at ParentsandFriends@brightp12.vic.edu.au.

Application Process

Compassionate applications under $500.00 can be submitted for consideration at any P&F meeting throughout Terms 1 to 3. Meetings are held in week 3 and 7 of each Term throughout the school year. All purchases must be made by the end of Term 3.

Funding applications over $500.00 are processed throughout Term 2 of the school year because this is the time of year when the P&F account has the most funds available. As Parents and Friends are a sub-committee of the College, applications must be approved according to College protocols.

Submissions will be collated by the Business Manager and submitted to P&F for discussion and consideration at the P&F Term 2 meeting in week 3. You may be contacted by P&F to provide additional information before any final decisions are made. It is important that you provide additional information as soon as possible so that final decisions can be made at the P&F Term 2 meeting in week 7. Applications are open from Term 4 of the preceding year and close at the end of Term 1 of the current year. (eg. open term 4 in 2015, close end term 1 in 2016 – allowing for planning throughout term 4 and throughout term 1 of the following school year). All purchases must be finalised by the end of Term 3, no purchases can be made in Term 4.

Part A: Contact details

This section provides the nominated P&F Wish List representative with your contact details so that if correspondence needs to be entered into, they have the correct details. This section also determines where the requests are coming from i.e. parents/guardians, staff or students.

Part B: Details of item requested

In this section all relevant information pertaining to the item should be provided.

Item and description should include product details including brand, supplier, a brief description, the number requested and any codes or specific details which may appear on the school order form.

Cost includes the unit price, GST, delivery costs, Installation and any other costs associated with the item. All applications must include at least one quote. In the case of on-line products, subscriptions or programs, a copy of the advertisement or e-mail from the distributor/author which outlines costs will suffice. In the case of products, a quote from the relevant supplier including delivery must be provided. If the item requested requires installation, a quote which includes the professional installation costs must also be provided. In the case of capital works or building and or maintenance, a minimum of two quotes from certified contractors or relevant tradespersons must be provided.

Use by year levels and benefits to the College provides P&F with an overview of how the funds are distributed throughout the whole school community and who will be of most benefit from the item requested. E.g. Line marking on Basketball courts not only provides increased opportunity for physical activity, but a space that provide examples of mathematics in action – space, area,
cubic metres, angles. Although situated in one area of the school, the benefit is wider than physical activity and can provide opportunity for active mathematics lessons

What other sources of funding have been sought provides P&F with historical evidence of the need for this item. If applicants have tried to access funds through other committees, leadership teams, have previously submitted Wish List applications; or pursued external sources or grants such as community grants, Schools first, then this should be included in the application as it demonstrates a genuine need for the item.

Has the application been discussed with others? This tick box section requests that all applications have been flagged at the relevant committee or appropriate body and must be completed. It ensures that applications have been submitted with relevant approvals and are not independent requests.

Part C: Checklist to ensure that all relevant documentation and has been completed and attached.

Frequently asked questions

Who decides which applications are funded? Once the wish list has been collated, the spreadsheet is forwarded to the P&F database for comment, week 1 or 2 of Term 2. Comments are collated and applications are reviewed and discussed at the week 3 meeting of Term 2, by meeting attendees. This is an open meeting and provides an opportunity for applicants to “Showcase” their requests.

How are the decisions made? The P&F week 3 meeting in Term 2 is dedicated to determining which applications can be funded based on funds available, number of applications received and previous year’s successful applications. Decisions are made considering comments received from the P&F database, rigorous discussion from those present at the meeting and the greatest benefit and need demonstrated within the application.

How and when will I find out if my application has been successful? Once the P&F approved applications have been determined, the spreadsheet is sent to Development committee, Finance committee and finally College Council for their approval. These approvals are made between week 3 and 7 of the term. Successful applications will be posted on the P&F page of the school website in week 8 or 9 of Term 2.

How long do I have to use the money? Successful applications must have ordered their items by the end of Term 3. If items are not ordered by the end of Term 3, the request is cancelled and funding returns to the pool.

What if the quoted cost has changed? Applicants need to advise any amounts above the approved costs as determined on the application. If funds are available they will be granted, however the shortfall may need to be deducted from the budget of the area requesting the item.
APPLICANTIONS OPEN Term 4
- P&F Secretary sends application to P&F distribution list
- Business Manager distributes application to staff
- Hard copies available at office

APPLICANTIONS CLOSE Term 1
- Reminder sent to P&F and staff distribution list
- Drop off box at office for completed applications
- Deadline – end of Term 1

TERM 2 SPREADSHEET COLLATED
- Review of Applications by Leadership Team (Principal – Overview; Asst. Prin. – Student Learning; Business Manager – Facilities & Finance)

YES Approve? NO

Sub-Committee review (if applicable)

YES Approve? NO

Business Manager Pass to P&F
- Business Manager sends summary to P&F Secretary for meeting agenda
- P&F Secretary sends spreadsheet to P&F database

P&F Prioritise/Recommend Wish List
Term 2 Week 3

Final Approval – Term 2 Week 7
- P&F to advise Business Manager of recommended wishes for Finance Committee for approval and recommendation to Council
- Business Manager advises outcome, P&F finalise at P&F meeting

YES Approve? NO

P&F Treasurer notifies successful applicants
Principal notifies unsuccessful applicants

Treasurer of P&F to send email confirmation to teacher incl: Total maximum value allowed to be spent. (Applicant to attach this to Purchase Order). Invoices will be paid to this amount by Accounts payable before end Term 3. Outstanding orders cancelled and funds returned to pool.