**Fundraising Sub Committee Meeting AGENDA**

|  |  |  |
| --- | --- | --- |
| Date: Friday 25th November 2022 | Time: 10:30am  | Location: Conference Room |
| Convener: Lisa SETTE | Minutes: Frances Hilton |

|  |  |
| --- | --- |
| Attendees | Lisa SETTE **(LS),** Lauren Hilton **(LH),** Marisa GRIFFITH**(MG),** Michelle Owen **(MO),** Daniel Moloney **(DM),** Corinne PUPILLO **(CP)** |
| Apologies | Frances HANSEN **(FH),** Radha FAYED **(RF)** Sharon BORG**(SB),** Angel SAUZER **(AS)** |
| Copy of Minutes  | Frances Hansen **(FH),** Renee Ruuska**(RR),** Lauren Hilton**(LH)**, Fiona MICELOTTA **(FM)** |

| **Agenda Item** | **Discussion** | **Action** | **Person Responsible** |
| --- | --- | --- | --- |
| **Welcome** | Acknowledgment to Country“I would like to begin our meeting by acknowledging the Traditional Owners and Custodians of the land on which I am presenting from today, the Peoples of the Kulin Nation. I also pay my respects to their Elders past and present.” |  | **LS** |
| **Profits Made** | **Book Fair -** **Bunnings Sausage Sizzle -**  | ***\*\**** *TBC*  | **FH** |
| **Previous Minutes** | **TERM 4****Uniform:*** Prep / Prospective enrolments have been ordered with LWREID

Bunnings BBQ Feedback – Ran out of small money/coins several times, possibly due to the price increase of food items and change etc.. Several customers wanting to pay with EFTPOST and facilities were not available – something to think about moving forward. ??Roster to made available for all volunteer staff so they can reflect during the day. End of day more volunteers for pack up as 3 not enoughSpecial Lunch day order feedback – more than just soft drinks/ water as options, please add juice (multiple parents)Broadmeadows Shopping Centre Gift wrapping | EFTPOS facilities options- Renee to investigateTo remember to add GF Bread as option – Consider adding Juices to the drink optionsBroadmeadows Xmas Shopping Centre Gift wrapping – not happening  | **RR** |
| **New Business**  | **Term 4** Special Lunch Order Day – Friday 9th December* Orders to be in by Friday 2nd December
* Secondary Canteen will be running on same day
* Fundraising Volunteers to work between CLH & Staffroom
* BBQ set up at 8am – outside Staffroom steps (Trestle tables, BBQ, Utensils, Tubs)
* Lunch Pick-up (one rep for each classroom to pick up their lunch) –
1. **Fundraising Target**

Purpose of Fundraising for 2023 to go towards the new Birds Nest Swing.**2023 EVENTS****Term 1*** Entertainment Books – will not pursue moving forward
* Uniforms – Student uniforms no longer purchasing through LWREID – Now only Jacanarama TShirts, 10yr celebrations TShirts etc…
* 10yr Celebrations – Tshirts – Date TBC
* Hot Cross Buns - Week 10

**Term 2*** Broadmeadows Gift Wrapping/Mothers Day – Lisa TBC
* Mothers’ Day Stall -11th & 12th May 2022
* Special Lunch Order Day – Wednesday 31st May

**Term 3*** Book Fair (During Book Week) – Week- Aug 24th & 25th
* Fathers Day Stall – Week 8 - 31st & 1st September
* Footy Day/Special Lunch Order Day – Week 10-Wednesday 13th September

**Term 4*** Bunnings BBQ – dates TBC ?7th – 21st October??
* Special Lunch Order Day – Wednesday 29th November 2022
* Broadmeadows Shopping Centre – Gift Wrapping – Lisa TBC
 | Lisa to organise Volunteers for the day. FM & LS to order items for the dayLS/FM to organise and book maintenance to set up for the dayLauren to provide a classroom lunchtime roster for Fundraising for distribution of ordersLauren to liaise with Entertainment Books to advise we will not be using anymoreRecommendation to School Council -Profits that are made at Fundraising will go towards the new Birds Nest Swing | **LS****FM/LS****FM/LS****LS/LH****LH** |
| **Meeting Closed** | 11.20am |   |  |
| **Next meeting:**  | 2023 – Friday February 10th at 10.30am |

**SPECIAL EVENTS / FUNDRAISING 2022**

Please do not plan special events outside this schedule without consulting the Principal Class Team (PCT).

|  |  |  |
| --- | --- | --- |
| **What** | **Term**  | **Who** |
| Entertainment Books  | Term 1 & 2 | FRC |
| JSA Staff / Student Uniforms | All year | Admin Team |
| Easter Raffle | 1 - (drawn week 10)  | Fundraising Committee (FRC) |
| Mini Olympics Extravaganza + Sausage Sizzle  | 1 – (Week 10 )28th February  | LeadershipLeadership & FRC |
| Jacanarama | 1 – (Week 10) 6th April | FRC |
| Hot Cross Buns  | 1 – Week 10 | FRC |
| Broadmeadows Shopping Centre – Gift wrapping  | 2 | FRC |
| Mother’s Day Stall | 2 - Week 3  | FRC |
| Special lunch order day | 2 - Week 6 – Friday 3rd June | FRC |
| Book Week  | 3 – Week 6  | FRC  |
| Father’s Day stall | 3 - Week 7  | FRC |
| Footy Day/Special lunch order day | 3 - Week 9  | FRC |
| Bunnings BBQ | 4 | FRC |
| Special lunch order day | 4  | FRC |
| Broadmeadows Shopping Centre Gift wrapping | 4 | FRC |

**Fundraising Protocols**

All fundraising activities must be pre-approved by School Council. JSA Staff & Student Uniform – a small administration fee is charged to staff/students and then allocated to the JSA fundraising target.