**Fundraising Sub Committee Meeting AGENDA**

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

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| 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** |
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| **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 enough  Special 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 investigate  To remember to add GF Bread as option – Consider adding Juices to the drink options  Broadmeadows 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 day  LS/FM to organise and book maintenance to set up for the day  Lauren to provide a classroom lunchtime roster for Fundraising for distribution of orders  Lauren to liaise with Entertainment Books to advise we will not be using anymore  Recommendation 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).

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| **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 | Leadership  Leadership & 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.