Parents & Friends Association

2018 Ongoing Activity Coordinators

If you are interested in coordinating or helping with any of these roles, please register via
http://www.signupgenius.com/go/4090b4dafae28a0fc1-2018
or email bps.parentsfriends@gmail.com

Parent Representative Coordinators (3 positions vacant)
We need a coordinator for each of the following groups: Foundation; Gr 1&2; Gr 3,4,5&6; The main role is to ensure each class does have class representatives and be the main point of contact for the class representatives.
Class Representatives (2 per class)
Organise Parent Social Gatherings; Welcome new parents and assist them in getting to know other parents; Organise end of year gift for teacher; Represent specific cultural groups; Welcome any new parent to the community from the Culture you represent; Extend any PFA or school communication out to your cultural group. Translate communication documents as needed.
Cultural Representatives
Represent specific cultural groups; Welcome any new parent to the community from the Culture you represent; Extend any PFA or school communication out to your cultural group. Translate communication documents as needed.
Editors of Communications (2 volunteers – Marissa Sprott & 1 position vacant)
Types up the PFA page in the school newsletter; develops school communications to school in relation to PFA and assists with event flyers and communication.
Fundraising & Sponsorship Coordinators (2 positions vacant)
We need coordinators to ensure BPS sponsorship and fundraising operates most effectively. Coordinators will the main contact for Sponsors to liaise with.
Morning Tea Coordinators (2 positions vacant)
Main point of contact; co-ordinate roster of baking plates and helpers to serve. Liaise with event co-ordinators; Check on tea/coffee/milk supplies for these events.
School Banking Helpers (5 helpers needed)
Wednesday morning to work in a small team to count student banking money; Record and stamp bank books
Second-hand Uniform Coordinators (2 co-ordinators – Kim Ho & 1 position vacant)
Organise a store 4 times a year. Manage second uniform, roster for store, set up store and manage money.
Icy Pole Helpers (2 Coordinators - Rhonda Shearsmith & Karen Glass McGuire)
Term 1 and Term 4 requires helpers to sell icypoles to children Friday lunchtimes; Coordinators to organise and advertise roster.

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2018 Calendar Event Coordinators

If you are interested in coordinating or helping with any of these events, please register via http://www.signupgenius.com/go/4090b4dafae28a0fc1-20181
or email bps.parentsfriends@gmail.com

30 Jan - Welcome to BPS Morning Tea (Coordinators Kate Turner and Claudelle Heeraman) Organise the roster for 2018 Grade 6 Parents to prepare morning tea for Foundation Parents to welcome them to the school.
8 Mar - Twilight Picnic (Coordinators Kate Turner, Shalini P and Claudelle Heeraman) Organise event, entertainment, promotion, co-ordinate BBQ stall & manage roster for helpers.
21 Mar - Harmony Day Morning Tea (Coordinators Vicky Loie & Juliet Wee) Organise event, advertise to parents to encourage participation, liaise with Morning Tea Co-ordinator for hall set up.
23 Mar 7pm –Parents' Lawn Bowls Night (Coordinators Nick Armstrong & Dale Walton) Organise event, advertise to parents to encourage participation, manage rsvp
10 May & 30 Aug - Mothers Day & Fathers Day Stall (Coordinators Maria Haidermota & Leanne Ralston) Order and manage stock, co-ordinate roster for stalls, advertise event.
May - Comedy for a Cause Event Evening (Coordinators Kate Turner, Leanne Ralston & Kylie Conboy) Book Comedians, advertise, manage rsvp, organise bar & food, arrange tickets, setup hall, roster parent helpers.
Aug - Family Movie Night (3 positions) Book open air cinema, arrange sponsorship, advertise event and manage tickets, organise roster of parent helpers for BBQ, popcorn & drinks.
Early Aug - School Disco (3 positions) Book DJ, set theme, order glowsticks, arrange permission slips via Compass, coordinate parent helper roster.
Sep - Hotdog Footy Day (2 positions) Advertise the event and distribute order forms, manage payments and hotdog orders, organise roster for helpers.
Oct - International Teachers Day (2 positions) Organise morning tea, organise appreciation certificates to be presented to teachers with support of Class reps.
12 Oct – Ladies Day (Host needed – please contact Nicole Wernert if interested) Provide venue for Ladies Day, organise committee of helpers
10 Nov - Gala Dinner for parents (Kate Turner Coordinator – subcommittee confirmed) Book Venue and complete grant for Town Hall, Organise Committee of helpers (Theme, sponsors, deco, catering, invites & tickets, advertising & social media).
24 Nov- Election Day Cake Stall (Coby Grieef & Claudelle Heeraman) Organise Cake Contribution plates, organise roster for stall.

May also need someone to organise a BBQ.
Dec - Tears and Cheers (2 positions) Coordination of Foundation parents to host morning tea for Grade 6 children and parents as part of their graduation.