



Working Together to Build Our Community



Cinema Nights



BBQ's



School Discos



Family Events



Parent Fundraisers

What is the P&F?



The St James P&F is a volunteer committee group made up of parents and friends from our school.



You will hear time and time again, that our school community is one of St James' greatest assets and it is! The P&F is central to this community spirit. With your help we hope to continue this great team effort and sense of warmth that our excellent community creates.

We organise social events, celebrate special occasions, fundraisers and get involved in school activities.





Our new school fence installed in January 2020

Who benefits from the efforts of the P&F?

"It's a great way to be informed about what's going on at school and meet other parents. You can choose to help out when you can fit things into your schedule. And your kids get to see you participating at school which they love."

-Anne Almy

"Being involved in the P&F is such an awesome way to connect with new people, share ideas and get involved in the community! Our kids absolutely love the fact that we're heavily involved in the School and helping organise fun events for us all to enjoy and be part of. I'd encourage new families to get involved and share in this fantastic community spirit."

-Natasha Dumais



Former team leaders Jen and Daniela testing the new playground

The answer's simple: Your kids and you!

Our goal is to help build and contribute to the St James community and raise funds to provide equipment and facilities for our kids.

Year on year the P&F has helped raise significant funds for our school, which has assisted in the purchase of a new playground, ICT equipment, shades sails and in 2019 our new fence.

Each year, through the efforts of the P&F we estimate to raise in excess of \$25,000 to help our children at St James Primary School.



How much time does it take to be part of the P&F?

The P&F is always grateful for new energy, new people, new ideas, creative solutions and a helping hand.

The P&F will always benefit from whatever time you are able and willing to offer. The Committee is made up of a diverse parent group – some who work and others who stay at home – all who share a common desire to want to give something towards a community that supports their children.

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General Volunteers

We regularly send out emails regarding school activities both during and after hours which require parent help. P&F encourages you to volunteer for these tasks depending on your availability. You'll also be invited and encouraged to attend P&F committee meetings, when possible to find out more.



Committee members

Each year a committee is allocated for the year. Volunteers in these roles help organise regular events and activities that are pivotal to achieving our annual fundraising goals. Positions for 2021 are listed at volunteersignup.org/PW4ML. They include ongoing roles throughout the year and one off events roles that you can organise alone or as part of a team.



What are Class Champions?

Several years ago the P&F team leaders set up the "Class Champions" system as a way to encourage involvement from and distribute the volunteer load across the school. Each year level is assigned an event for a group of 4 "Champions" to coordinate. In the first instance they call on families within that year level to assist with tasks before calling on the wider community. It has been a very successful way to share ideas and tasks across the school and get involved in planning a variety of events with your year level.

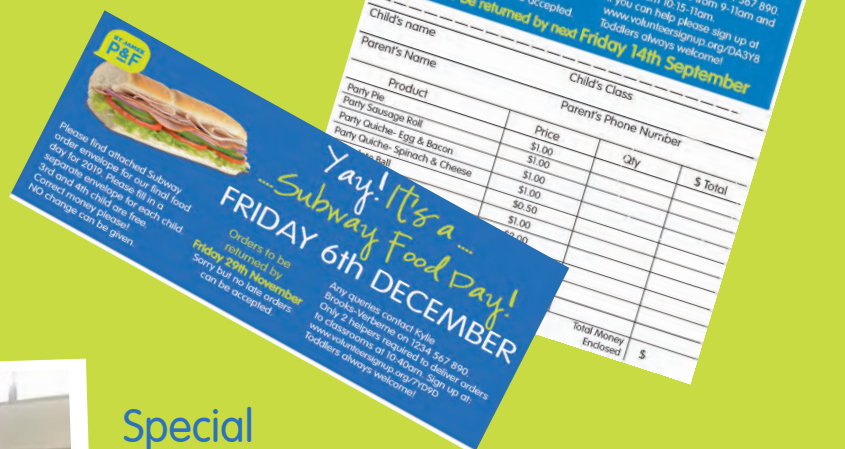


2021 Class Champions

- Prep- Auskick Tuck Shop
- Grade 1 - Father's Day Breakfast
- Grade 2- Major Fundraiser
- Grade 3- School Disco
- Grade 4- Cinema Night
- Grade 5- Twilight Sports BBQ
- Grade 6- Mum's and Dad's Nights

Special Food Days

The P&F run 2-3 Special Food Days a term.



Special lunches are either prepared offsite or in our kitchen and packed with drinks and snacks and distributed by P&F volunteers. Help is always needed and greatly appreciated!

Aside from the major class champions events and food days the P&F organise smaller events and require volunteers to coordinate/assist. These include:

- Mothers and Fathers Day Stalls
- Morning Teas
- Uniform Stall
- Friday Treats
- Pies, Hot Cross Buns & Mango Drives
- Raffles
- End of Term BBQs



Other Events

Admin Roles Include:

- Team Leaders
- Email/Facebook Communications
- Volunteer sign Up Coordinator
- Newsletter Coordinator
- Treasuer
- Money Counter/Banker
- Sponsorship/Donations
- Coordinator
- Parish Fete Liaison

Efficient Systems

Over the years the P&F leadership

teams have put together and utilised a variety of management systems to help make planning an event as simple as possible.

All coordinators receive a list of guidelines and contacts to help them plan their event and most events have running/planning sheets that can be used to assist. P&F Team Leaders and previous Coordinators are always on hand too. Of course new creative ideas are always welcome too!

We use trybooking for payment for many events and volunteer signup.com (managed by Team leaders) to easily create rosters. Emails are sent out most weeks with P&F updates and we have a page in the newsletter each fortnight dedicated to P&F news.

Volunteers

We use volunteersignup.com to very easily create rosters.

Rather than gathering a list of names and then needing to assign tasks volunteersignup allows those willing to help see which times and tasks are available and choose which to

10 sign up to with a simple click!

Example online signup sheet

What and when	Open	Sign up
Create 20 posters ⌚ finish 10 days before sale	1	>
Put up posters ⌚ finish 7 days before sale 👤 John S..	FULL	⊘
Make 50 large cookies ⌚ Thursday 👤 Jim H..	4	>
Make 5 apple pies ⌚ Friday 👤 Maria C..	FULL	⊘
Setup tables and chairs ⌚ 8am to 9am 👤 Sophia L..	FULL	⊘

When (optional)

List of volunteer opportunities

Who's signed up

Volunteers sign up

What do parents think of the P&F?



"P&F is a great way to be involved in the St James community and embrace the fun events that take place whilst contributing to the school. The children love seeing the parents involved and it reinforces the values of belonging and working together to assist our school and our children. You can do as little or as much as you feel you can contribute! So fortunate that we have a great community and a real sense of spirit at St James!"
- Daniela Migliorati



"When my first child started at the school, I found that being a part of the P&F acted as a great example to my children of what being part of a community means, as well as helping my children to feel more actively part of the school family. It definitely eased the process of settling in. The P&F is central to the strong sense of community and commitment to working together that makes St James such a wonderful school and parish."
- Ingrid Zammit



*Find out
more about
the P&F.*

**We'd be grateful
if you would
consider being
part of the
P&F for 2021.**



Claire, Sheleigh and Kylie
2020 P&F Team Leaders

This is your opportunity to become involved in school events and activities, which suit your family and your lifestyle. Please consider sharing your knowledge, time and friendship on the P&F in 2021! Contact the P&F Team Leaders at

pandf@sjvermont.catholic.edu.au

to sign up to receive our emails and to ask any questions you may have!