



## Please support us!

### Caroline Chisholm School Friends

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We are always on the lookout for volunteers to help with a variety of things we do to help school, on site (when covid restrictions are not in place) and to assist our fundraising.

We are a “whole school” Parent Friend Association that raises money to purchase equipment to enrich our students learning. We would love to hear from you if you are able to help in any way; outlined below is an example of the type of things our volunteers do. You do not need to be a parent to volunteer, but if you are coming on to school premises, you will need a DBS check, which the Friends will arrange.

If you would like to attend one of our monthly meetings or discuss volunteering to help, please email our Chair, Sarah at: [friends@ccs.northants.sch.uk](mailto:friends@ccs.northants.sch.uk)

#### **DISCO TEAM HELPER (PRIMARY YR – Y6)**

We like to plan on having 2 to 3 discos per year.

- Help prepare the room and clear away afterwards
- Check in the children as per the confirmed attendance list
- Pour squash and water for the children
- Assist at the sales points of tuck shop sweets and glo-sticks

#### **MINCE PIES AND MILKSHAKE HELPER (YR)**

This happens each Christmas.

- Prepare tea and coffee for parents in attendance
- Prepare milkshake or alternative for children in attendance
- Record photographs of parents and children, with their permission, on behalf of school
- Keep the room tidy throughout the duration of the sessions and clear away used cups and spillages

#### **SPORTS DAY HELPER (SECONDARY PHASE)**

This happens each summer.

- Man the “refreshments break” tent
- Prepare fresh orange into segments
- Pour squash and water for the pupils
- Encourage the children to consume the fruit and drink

- Encourage the children to dispose of their litter in the bins provided, however, some litter clearing will be required

### **CAKE SALE HELPER (PRIMARY)**

These happen each month.

- Promote the dates on Facebook school pages
- Set up tables in the Primary Playground and clear away afterwards
- Serve children and parents with their choice of cake
- Ensure all donations are counted and given to the treasurer

### **DRAMA PRODUCTION HELPER (SECONDARY)**

These may happen 2 to 3 times per year.

- Set up refreshment area within the dining hall and clear away afterwards
- Serve refreshments to audience members prior to show start and during interval
- Ensure all donations are counted and given to the treasurer

### **SECOND-HAND UNIFORM SALES**

This is currently split between 2 committee members but could be made into 1 person's responsibility if they wished. This is an ongoing concern throughout the year.

#### **Website Management:**

- Ensure stock quantities are correct on the PTA Events website
- Update stock quantities as and when new items are donated
- Email "stock controller" when orders are received
- Email customers to advise if item will be sent home via school (for Primary orders) or to collect (for Secondary orders)
- Run a stock report from website on a regular basis to allow "stock controller" to check quantities are correct

#### **Stock Controller:**

- Check all donated items are in a good, saleable condition. Destroy and dispose of any items that are not a good enough quality
- Upon receipt of orders, collate items from stock and prepare to despatch via school, or for parent collection
- On a regular basis check stock quantities match with the website, by checking against the web report
- Email customers to organise collection if required

### **PRIMARY CHRISTMAS CARDS**

Planning starts in September with organising the drawing templates into school, and returning them to the printer, for delivery of the final printed items to be delivered to school end Nov / early December.

- Liaise with school to confirm dates that drawing templates need to be completed by
- Liaise with the printer to obtain drawing templates, return the completed templates, and distribute order forms to school
- Utilise CCS Friends Facebook page, and year groups to promote deadline dates for ordering

- Take delivery of ordered goods, collate them into class orders and deliver to school to send home with the children

### **CHRISTMAS HAMPER RAFFLE**

This happens each December.

- Assist with the collation of donated goods into equally prepared hampers
- Fold raffle tickets in preparation for the draw
- Once the draw has taken place, alongside other members, call winners to notify and arrange collection

### **100 CLUB PRIVATE LOTTERY**

This is an ongoing concern throughout the year.

- Promote on Facebook CCS Friends Page and year group pages
- Email application form to interested participants
- Collate application form data into an excel spreadsheet
- Liaise with the treasurer to check payments received
- Conduct the draw at the CCS Friends meeting each month to determine a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prize winner
- Email the winners and announce on the CCS Friends Facebook page, and Caroline Chisholm School Matters communication
- Ensure that Gambling Commission rules and GDPR data storing rules are adhered to

### **SOCIAL MEDIA/MARKETING**

This is an ongoing concern throughout the year.

- Design posters for forthcoming events as required
- Promote forthcoming events on the CCS Friends Facebook page and Facebook year groups
- Liaise with school administrator to write content to feature in the School Matters newsletter
- Ensure CCS Friends information on the school website is up to date and liaise with the school administrator to update content as required
- Actively promote all fundraising efforts, particularly easyfundraising and Amazon Smile, utilising Facebook and school comms if required
- Ensure that the PTA Events website is accurate and contains latest information on the News page

### **SCHOLASTIC BOOK FAIR (PRIMARY)**

This typically happens across 2 dates twice a year to coincide with Primary Parents Evening.

- Cover either an afternoon or evening shift two days in the week when the Primary Parents Evening takes place
- Record details of all book sales and complete the transactions
- Scholastic offer a scheme to present the school with books, matched against sales