

Wallington Primary School STRAWBERRY FAIR POLICY

BASIC BELIEF:

The Strawberry Fair brings together the school and broader community on a day that reflects the warmth and generosity of our locals and families. Wallington Primary School children benefit from funds raised at this annual event.

GOALS:

- To engage the school and local community in a combined activity
- To gain community co-operation which enhances the spirit of the school
- To raise funds for the provision of equipment and resources for the school

BASIS FOR PROCEDURE:

1. The Fair will operate as a sub committee of the Wallington Primary School, School Council
2. The Fair will be operated by the Strawberry Fair Committee comprising of voluntary parents and community members.
3. The Fair Committee will nominate Fair Managers and Area Managers at the beginning of each year who will co-ordinate the efficient operation of the Fair.
4. The Principal of the school will be the Executive Officer and co-ordinate the financial management of the Fair in conjunction with the Fair Managers and the Area Managers.
5. The Strawberry Fair will be allocated a non funded budget with the School Official Account, which will be held against the School Investment Account and receipts from Sponsorships and Stall holders.
6. At the beginning of each year, Area Managers will submit proposed budgets to the Fair Management team comprising of the Fair Managers and the Principal, who will determine the allocated budgets.
7. A parent of community representative from the Strawberry Fair Committee will be co-opted to the Wallington Primary School Council.
8. The Operations Procedures Manual will provide guidelines for the operation of the Fair.
9. The Fair Committee will make decisions regarding the operation of the Fair and a report will be made at each School Council meeting.
10. Area Managers will take on the responsibilities as indicated in the Operations Procedures and will be responsible for:-
 - Maintaining the budget allocated for their area
 - Ensuring that all orders are completed in the official Strawberry Fair Order Book, which will be authorised by the Executive Officer
 - Reporting to the Strawberry Fair Committee
 - Organisation of their area committee

FUNDRAISING PROCEDURE:

Funds raised will be distributed as follows unless School Council deems that the funds be used to finance a specific project

Information Communication Technology
School Council Initiatives
School Programs
Strawberry Fair Initiatives

- Prior to the school budgeting process each year (ie. September), all members of the school community are invited (utilising the school's Suggestion Box Process), to submit ideas of how the funds raised could enhance the school program and initiatives eg. education programs, environmental enhancements, activities, projects, resources, equipment etc. All suggestions will be considered by school council.
- In October each year, the school council will be responsible for deciding on the strawberry fair's fundraising objective for the upcoming year. This objective will be communicated to the school community during the fair's planning process (ie. via skoolbag app, newsletter) and will help to promote word of mouth marketing and ultimately increased fair sponsorship.
- At the conclusion of the fair, the school council together with the Principal will be responsible for announcing strawberry fair fundraising outcomes to the school community via strawberry fair evaluation meeting, the school newsletter, website, skoolbag app & school assembly.

EVALUATION PROCEDURES

- Feedback from parents, students, staff and community
- Response to the Fair
- Financial success – Financial statements

PERIOD OF REVIEW

This policy statement will be reviewed every year.

This Policy was ratified by School Council

September 2014