



**RIVERSIDE PRIMARY SCHOOLS**  
**CANTEEN**  
**VOLUNTEER FORM**  
 (AS OF NOV 2017)



Have a little FREE time now the kids are at school and/or really need some adult company for part of the day? Our Canteen could really use your help!

The canteen is currently open every day and volunteers are needed from 8.50am - 1.30pm. Shifts are broken up into either a few hours or a full day with some volunteers even signing up to help out once a month or even most days, it's entirely up to you and what you can make time for.

**SALARY:** Lunch and a drink, endless tea and coffee, new friendships, possibly some new skills and lots of laughs.

**BONUS:** Your children are happy to see you in their favourite place - school! You'll meet new people, make friends within the school community and be rewarded in the knowledge that you're providing a valuable service to the school. You'll also have the added bonus of either a \$2.50 or \$5 Canteen Voucher, depending on which shift you complete, that can be redeemed the next time your child orders their recess or lunch.

**APPLICATIONS CLOSE:** NEVER! No experience is necessary! Everything you need to know will be learned within a short space of time.

Please complete the form below and drop it back to the Canteen as soon as possible. When Term rosters are put together it will be sent to you. Thank you in anticipation.

**Yes, I would LOVE to help out in the Canteen! I am available (please select) ...**

- |                                      |                                    |                                       |  |
|--------------------------------------|------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Weekly      | <input type="checkbox"/> Monday    | <input type="checkbox"/> 8.50-11.30am | <input type="checkbox"/> 8.50am-1.30pm |
| <input type="checkbox"/> Fortnightly | <input type="checkbox"/> Tuesday   | <input type="checkbox"/> 8.50-11.30am | <input type="checkbox"/> 8.50am-1.30pm |
| <input type="checkbox"/> Monthly     | <input type="checkbox"/> Wednesday | <input type="checkbox"/> 8.50-11.00am | <input type="checkbox"/> 8.50am-1.30pm |
|                                      | <input type="checkbox"/> Thursday  | <input type="checkbox"/> 8.50-11.30am | <input type="checkbox"/> 8.50am-1.30pm |
|                                      | <input type="checkbox"/> Friday    | <input type="checkbox"/> 8.50-11.30am | <input type="checkbox"/> 8.50am-1.30pm |

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

When complete please return to the Canteen, the P&C Dropbox in the office or via email.

Alternately you can now sign up via our website!

\*Click on Memberships › Create An Account and then follow the prompts  
 (Membership is free & you can also sign up to be a Riverside Helper from here)

The **Canteen** is managed by the Riverside Schools P&C and is staffed almost entirely by volunteers.  
 If you would like to volunteer your time please let us know, we would love your help.

[www.riversidepandc.tidyhq.com](http://www.riversidepandc.tidyhq.com) | [riversidepandc@yahoo.com.au](mailto:riversidepandc@yahoo.com.au)



**Welcome to the**  
**Riverside Schools P&C Association**



### What is the P&C?

The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education. P&Cs are the only not-for-profit bodies in the whole of Western Australia that have the right to exist under an Act of Parliament. (School Education Act 1999)

The school Principals, as the school's leaders and site managers, also play an integral role in the P&C.

### What does a P&C do?

An Object of a P&C within the P&C Constitution is assisting in the provision of resources, facilities and amenities for the school. At the beginning of the year after the AGM the P&Cs budget and priorities for the year are set. At this meeting the Principal provides a 'Wish List' of items the school would like the P&C to fundraise for.

It is important to note however that P&Cs are not obliged to fundraise, though most do!

### What does a P&C member do?

Members of the Riverside Primary Schools P&C have varying levels of involvement and contribution from being an Office Bearer (President, Vice, Secretary & Treasurer) or Executive Committee Member responsible for making decisions in regards to fundraising, the canteen and the uniform shop, right through to simply being an extra pair of hands when needed.

### DID YOU KNOW?

**Since the Riverside P&C was founded many long years ago it has raised funds to assist the school to put in place:**

- NEW Kindy playground equipment
- NEW Pre-Primary play equipment
- NEW Year 2 area playground equipment
- NEW fitness equipment
- NEW Football Uniforms
- PATHS Kids Equipment

### Why join the P&C?

**Being on the P&C is very rewarding. It is an opportunity to get to know the Principal and Administration staff, meet other parents in a friendly environment, be part of a decision-making group and make a difference in the school community.**

### Canteen

The Riverside Schools canteen is open every day and employs a Canteen Manager who is assisted by volunteers. The canteen provides healthy and nutritious options for students at a reasonable cost to parents. The canteen follows the "Traffic Light" system which assists students in making healthy choices when ordering lunch and recess.

\*As of Nov 2017 & subject to change

### Uniform Shop

The Uniform Shop is run by volunteers through the P&C and managed by a Uniform Shop Convenor who oversees the ordering of stock and sales. This service allows the school community to follow the school dress code at a reasonable cost and is conveniently located onsite at the school. You can also purchase items at Hot Klobba on Park Road.

[www.riversidepandc.tidyhq.com](http://www.riversidepandc.tidyhq.com) | [riversidepandc@yahoo.com.au](mailto:riversidepandc@yahoo.com.au)



## Volunteer Register

The Riverside P&C Volunteer list contains a small, friendly group of parents that get together a few times a year to fundraise in order to purchase equipment and resources for our school. The Fundraising Committee will hold one fundraising event per term starting in 2018.

Would you like to help but are unsure how? We have put together a register of names of potential volunteers. This means only giving us your email address so that we can advise you of upcoming events when we may need some assistance. Those who can come and help, great! Those that can't, maybe next time. (Helpers are not required to attend meetings but can do so if they wish.)

If you think you would like to help out on those special events like the Easter Raffle, Mothers and Fathers Day stalls or Canteen Special Days we would love to hear from you.

Please complete the form below and return to the front office and place in the P&C Dropbox.

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## I want to know MORE about the P&C!

Tick all applicable below and leave in the P&C Dropbox in the front office.

I would like some more information.       I would be interested in attending a meeting

I would be interested in an Office Bearer's position:

President     Secretary     Vice President     Treasurer

I would be interested in joining the P&C as a general member.

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Specific Roles within the P&C

As a volunteer, any contribution you make to the P&C is valuable, whether it is sharing your own expertise, Volunteering in the canteen or Uniform Shop, or helping out with fundraising activities.

Within a P&C Association various roles and office bearer positions exist:

OFFICE BEARERS

- President
- Vice President
- Treasurer
- Secretary

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Executive Committee Member

Canteen Convenor

Uniform Shop Convenor

Fundraising Convenor

General Member

The Canteen, Uniform Shop and Fundraising Convenors each head up their own sub-committee. Any members of the P&C are able to participate in any sub-committee.

You can also register as a "Riverside Helper" for those times like Mothers Day, the Sports Carnival etc. where we need as many pairs of hands as we can get.

Also needed are regular helpers to volunteer for short shifts in the canteen during schools hours. You are even paid a salary of lunch, a drink, endless tea and coffee!

## How do I join the P&C?

You can become a member of the P&C by coming along to any general committee meeting, filling out a membership form and paying a nominal fee (the fee is always \$1). Or, alternately, you can attend the Annual General Meeting which is held in March every year. This is when members are nominated and elected to key roles on the committee.

As children grow older and/or move schools so do parents and the members of the P&C can change each year. Every parent/grandparent/guardian of a student at Riverside has an open invitation to become a member of the P&C.

## WHAT does a P&C Member actually do?

ATTENDS and CONTRIBUTES to monthly P&C meetings (approx. 9 per year) and the Annual General Meeting held in March. Children welcome!

MEETINGS are usually held on the 3rd Monday of every month and the time changes to suit when most members are available and most run for approximately 1 hour.

Office bearers have specific tasks/requirements.

ASSIST with ideas for fundraising activities.

But MOST IMPORTANTLY ...

As a volunteer ANY CONTRIBUTION you make to the P&C is valuable.

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