

## VOLUNTEER Register

The Riverside P&C is 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.

Many would like to help but are unsure how. So. We are putting together a register of names of potential volunteers. This means only giving us your mobile number and/or 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!

I would like to learn 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: \_\_\_\_\_



# RIVERSIDE PRIMARY SCHOOLS P & C ASSOCIATION

### What is a P&C?

P&C Associations are the forum for parents and citizens in government schools who have an interest in their children's education.

### What does a P&C do?

Primarily the P&C provide extra resources for the benefit of government school students, for example running a school canteen and uniform shop.

### 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 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.

### 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.

**ESSENTIAL** services  
your P&C provides to the  
Riverside School Community ...

### School Canteen

The Riverside Schools canteen is open 4\* days a week and employs staff and volunteer helpers. 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 Feb 2016 & 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.

## 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

## 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 or helping out with fundraising activities.

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

President  
Vice President  
Treasurer  
Secretary  
Executive Committee  
Canteen Convenor  
Uniform Shop Convenor  
Fundraising Convenor  
Member

At various times sub committees may form for special purposes like the school disco whose sole purpose is to organise and run the school disco as a fundraiser. 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. We also need regular helpers to volunteer for short shifts in the canteen during schools hours where you're paid a salary of lunch, a drink, endless tea and coffee as well as new friendships and most of all a few laughs. The kids love to know their parents are helping at the school too ... well most of them!

## HOW do I become a MEMBER of 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 has been \$1 for quite a long time!). 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 roles on the P&C become available 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.

[riversidepandc@yahoo.com.au](mailto:riversidepandc@yahoo.com.au)

Riverside Primary Schools  
1 Minilya Parkway, Greenfields

## OUR Canteen needs YOU!

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!

**WHEN:** Weekly | Fortnightly | Monthly 8.50am - 1.30pm

**SALARY:** Lunch and a drink, endless tea and coffee, new friendships 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.

**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. Your roster will be sent home to you. Thank you in anticipation.

### I would LOVE to help out in the Canteen!

I am available (please circle) ...

Monday | ~~Tuesday~~ | Wednesday | Thursday | Friday  
Weekly | Fortnightly | Monthly

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

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

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

