Welcome to year 2014 at Mt Waverley Primary School!

Mt Waverley Primary School (MWPS) is considered a ‘School of Choice’ within the wider community and welcomes students from a diverse range of social and cultural backgrounds. The school provides a challenging curriculum, supported by engaging programs, great resources and dedicated teaching staff.

Even though we receive the same funding and assistance as other ‘like’ schools at MWPS we are outperforming other primary schools and are able to offer better facilities and programs. Why? This is largely due to the efforts of our school community.

We run an extensive annual fundraising program which enables MWPS to continue investing in new resources, facilities and technologies. We also rely heavily on volunteers to assist our staff, which enables them to continue generating new and engaging programs. This keeps our school at the forefront of educational innovation and excellence.

To maintain this standard, we rely on all families participating in our Community Assistance Program. Together we can make a difference.

We look to every family in our school community to contribute in some way. Either tick boxes on the attached form to be involved in at least 2 activities or opt for the $50 per child ($75 per family) donation. Do more than 2 if you can.

Further information about the activities is detailed below. We look forward to your participation in our 2014 MWPS Parent Community Assistance Program.

Please return the attached form to the school office by Monday 17 February, 2014 or you can complete the questionnaire on-line at the MWPS website mtwaverleyps.global2.vic.edu.au and select P&F 2014 Community Assistance Program.

Description of Events and Tasks listed on the MWPS Parent Community Assistance Program 2014 Form

BAND & CHOIR EXTERNAL PERFORMANCES. During Terms 2, 3 and 4 our wonderfully talented MWPS band and choirs visit and perform at local festivals, concerts and shopping centres. Assistance is needed to transport music equipment and with setting up.

BOGAN BINGO is half game show and half party. One Bingo caller calls out the numbers and his budding DJ plays songs from the 80's and 90's that rhyme with those numbers. With jokes, group 'shout outs' and air guitar competitions - what a night this will be! All you need is a little sense of humour and the ability to laugh at yourself. This is an adults only event. Parents are needed to source prizes, help with ticketing, venue setup and more.

BOOK STALL. MWPS is an Election Polling Booth and at this year’s State Election we will have second-hand books for sale. These books are usually donated from the families within MWPS and then placed/displayed for sale on Election Day. Parents are needed to sort and price the books, setup the stall and assist with the stall on the day.

CAKE STALL. At the 2014 State Election we will hold a cake stall at the school and wow the local community with our baking skills. From family sized cakes, to slices and cupcakes. All of the items we place on the Cake Stall have one thing in common – they are all homemade. To make this cake stall a success, we need a band of helpers to price, sort and assist with the stall.

ENTERTAINMENT BOOKS. The Entertainment™ Book is a local restaurant and activity guide, which provides hundreds of up to 50% off and 2-for-1 offers from the finest restaurants, cafés, attractions, theatres and accommodation. We need people to help distribute order forms, collate orders and distribute the books.

FAIRY FLOSS. Love that cotton candy? Always wanted to try your hand at spinning it? Then tick the box and put your hand up to make some fairy floss on this year’s State Election day at MWPS.
HOT CROSS BUNS a traditional Easter treat! You will be able to order your yummy hot cross buns filled with fruit and spices, baked by Baker’s Delight and delivered to MWPS in time for Easter. Helpers are needed to distribute order forms and collate the students’ orders.

IVAN’S PIES are the yummiest pies around. They have bite sized and family sized meat pies, quiches and fruit pies. We need help collating the orders and co-ordinating pie collection.

LIBRARY HELPER. Many hands make light work, and our hard-working Library teacher is always on the look-out for more assistance in the library with shelf checks, putting books away and covering books. Why not assist occasionally for 15 minutes after school drop off or before school pickup?

MELBOURNE CUP CALCUTTA/PHANTOM CALL. An auction of the racehorses for the race that stops the nation. Firstly buy $2 raffle tickets, next if your ticket is drawn you could win anywhere from $200 - $1000, then attend the night for some fun, friendship and food. This is an adults only event. Parents are needed to help setup the venue, ticketing and more.

PARENTS AND FRIENDS (P&F) is the fundraising and community parent group within the school. P&F meets on the 2nd Wednesday of each month at 7pm-8:30pm during school terms. All MWPS parents are automatically members and are welcome to attend some or all meetings. Annual nominations for P&F Office Bearers take place at the second meeting in Term 1 each year.

The P&F’s fundraising efforts are focused on providing MWPS with additional learning aids and equipment. During the past few years P&F have assisted in funding the Interactive Whiteboards, Air Conditioning in the Senior Learning Centre, Fridges, Freezers, Re-turfing of the Oval and New Library Borrowing Computer Program and Library Laptops.

Last year we raised funds to purchase an Interactive Whiteboard for our Music room and build our new Maths Garden, which will be implemented mid 2014. This year the money from fundraising will go towards Air-Conditioners for all Prep classrooms, Outdoor Tables with Bench Seats and Large Shade Sails.

You do not have to hold a position on the P&F committee – just come along and share your ideas with other MWPS parents.

PARENT CLASS REPRESENTATIVES (PCR) is a branch of P&F that links the parent community to the classroom. Each class will ideally have 2 PCRs so as to share this role. PCRS assist new parents to the school, organise get togethers of class parents, help teachers, provide and/or organise parent assistance in the classroom and assist with the communication process between teachers, parents and P&F. PCRS network, chat and update their fellow class parents via email on a regular basis and (when possible) attend Parent Class Representatives’ meetings (on the Wednesday morning of the P&F meetings).

Parents are invited to nominate themselves for this important and exciting role. As we occasionally have more parents nominate for this role than required, the MWPS PCR Co-ordinator will notify all PCR applicants whether they were successful in their nomination.

SAUSAGE SIZZLES are a great fundraiser and a fun way to meet other parents. Parents are needed to help set up, cook sausages on our BBQs, sell cold drinks, count money, clean up and pack away. Parents are generally rostered for 1 or 2 hours.

SCHOLASTIC BOOK CLUB enables us to boost our home and school libraries, improve children's reading skills and encourage at-home reading. Every Book Club order earns 20% in Scholastic Rewards to help purchase additional learning and literacy resources for our school! There are eight Issues of Book Club each year. We need parents to help with distribution of the order brochures, collating the orders and distributing the ordered books to students.

SCHOLASTIC BOOK FAIR happens once a year and is a great way for children to see and/or purchase many of the books that Scholastic have to offer. It is held in the MWPS Library and Staffroom. The proceeds from this book fair assist in purchasing new books for our Library. We need parents to help with setting up, running the stall, assisting children to locate books and collecting money for purchases.

SECOND-HAND UNIFORM SHOP HELPERS. Once a month the Second Hand Uniform Shop is open for trading (in the hall foyer). Uniform items are priced between $2 - $5. Volunteers help sort the donated clothing and help children and/or parents find their correct size.

SICK BAY LINEN. This is not an arduous task and keeps our Sick Bay fresh and clean so that our unwell children can rest comfortably. We need volunteers to go on our parent roster, maintained by the MWPS Office, for washing the Sick Bay Linen.

STALLS – MOTHER’S DAY, FATHER’S DAY & CAROLS NIGHT. These stalls are a great opportunity for MWPS students to purchase that special present for Mum, Grandma, Dad, Grandpa, family, friends, etc. Parents help with sorting and displaying goods, setting up, manning the stalls, helping students to choose that special gift, packing away, etc.

SUBWAY LUNCH. A great alternative for the home-made lunch. Helpers are needed a couple of weeks prior to the lunch date, to distribute order forms and collate the students’ orders.

TWILIGHT MARKETS - to be held in the MWPS hall and there will be specialty stalls where you can purchase that early Christmas present, something for fun or something just for you. People within the MWPS community and Mt Waverley wider community will be invited to purchase stall space (1.5m x 2m) for a nominal fee and they get to keep their takings for the evening. This will be a night where all families can participate in a relaxed environment, mingle, purchase and have some fun. We will need helpers to setup the hall, help with sausage sizzle and fairy floss, allocation of stall space, etc.
Please complete this form and return to the MWPS office by Monday February 17, 2014

OR
complete the questionnaire on-line at the MWPS website mtwaverleyps.global2.vic.edu.au and select P&F 2014 Community Assistance Program.

Parent’s/Guardian’s Name(s): ___________________________ ___________________________ ___________________________ ___________________________ ___________________________

Phone (Home) ___________________________ (Mobile) ___________________________

Email: ____________________________________________ ___________________________

Youngest Child’s Name: ___________________________ Class: ___________________________

EVENTS

Our family can help with the following events:
Please tick either Co-ordinator (C) or Helper (H) box

You will notice that MWPS are very fortunate to have had people already volunteer to be the Co-ordinators for many of our upcoming events/activities. But there are still few events/activities that need that special person to make them happen – perhaps that person is YOU!

Filled box □ indicates that a Co-ordinator has already been appointed.

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<tr>
<th>Event</th>
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<tr>
<td>Band &amp; Choir External Performances – Terms 2/3/4 school days and occasional weekends</td>
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<td>Sausage Sizzle – MWPS Twilight Sports – Wed 26/2/14 evening</td>
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<td>Bogan Bingo – Term 2 on a Saturday night</td>
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<td>Sausage Sizzle – End of term Friday 19/9/14 lunch</td>
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<td>Book Stall – State Election – a Saturday in Term 4</td>
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<td>Sausage Sizzle – State Election – a Saturday in Term 4</td>
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<tr>
<td>Cake Stall – State Election – a Saturday in Term 4</td>
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<td>Sausage Sizzle – Carols Night – Thurs 11/12/14 night</td>
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<td>Entertainment Books Fundraiser – during Term 2</td>
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<td>Sausage Sizzle – Twilight Markets – Fri 7/11/14 night</td>
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<td>Fairy Floss – State Election – a Saturday in Term 4</td>
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<td>Stall – Mother’s Day – Wed 7/5 &amp; Thurs 8/5 school hours</td>
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<td>Hot Cross Buns – during Term 1</td>
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<td>Stall – Father’s Day – Thurs 4/9 &amp; Fri 5/9 school hours</td>
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<td>Ivan’s Pies – during Term 3</td>
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<td>Stall – Carols Night – Thurs 11/12/14 night</td>
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<td>Melbourne Cup Calcutta/Phantom Call – Saturday 18/10/14</td>
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<td>Subway Lunch Order – End of Term 1 Friday 4/4/14</td>
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<td>Parent Class Representative – ongoing thru 2014</td>
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<td>Subway Lunch Order – End of Term 2 Friday 27/6/124</td>
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<td>Scholastic Book Club – ongoing thru 2014</td>
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<td>Subway Lunch Order – Friday 29/8/14 Term 3</td>
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<td>Scholastic Book Fair – 18/24/5/14 before and after school</td>
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<td></td>
<td>Twilight Markets helpers – Friday 7/11/14 night</td>
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Co-ordinator = Is the person(s) responsible for organising the event. This person(s) liaises with the P&F Chairperson and delegates certain tasks to the helpers, so that the event/activity can be achieved and be successful. The role can also include:
- rostering of helpers
- purchasing of goods/food/drinks
- liaising with suppliers
- preparation of budget
- creation of notices
- organising equipment required

Helpers = Are the wonderful people who assist the Co-ordinator in achieving a successful event/activity.
EXTRA HELP
We also need help with the following tasks. If your family can help with one or more of these tasks, it would be much appreciated. Please tick the tasks that you might be able to assist with.

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<tr>
<th>Sick Bay Linen wash</th>
<th>Library Helper</th>
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<tr>
<td>Second Hand Uniform Shop</td>
<td>Attend Parent &amp; Friends meetings</td>
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UNABLE TO HELP
If you are unable to assist with 2 or more of the activities (from the Events table on the reverse of this notice) then you can elect to make a donation instead.

☐  $50 per child ($75 per family) donation to the school for improvements

Please place your donation in a sealed envelope, with the following clearly written on the front
- MWPS CAP 2014 Donation
- Your name
- Your child’s class number
and hand it in to the MWPS General Office.

Cheques are to be made payable to Mt Waverley Primary School.

Credit Card payments are accepted - please visit the MWPS General Office.

A receipt will be issued to you.

Signed: ____________________________  Date: ________________

Please return the form to the school office by Monday February 17, 2014

Thank you for your support. We look forward to you being part of our wonderful school community.

The information from this form will be collated and you will be contacted by a MWPS Parents and Friends Committee representative regarding activities that you indicate you are interested in assisting with.

* The information on this form will be managed under the Mount Waverley Primary School privacy policy.