



## PTA GUIDANCE NOTES

### Background:

The Ramsbury PTA is a charity made up of parents and staff and our main purpose is to fund raise for additional activities and equipment for the children.

### Events:

Currently each class organises 2 events and all classes are jointly involved in the Christmas and Summer Fayre. We need to work together as a team in order for all these events to be successful.

Please submit an 'Event Booking Form' to the Chair for initial approval. Miss Price will then have the final approval.

Once your event is finished, please complete the 'Event Completion Form' and submit to the Treasurer.

### Costs:

As a charity we need to work on a sale or return basis wherever possible.

Costs and deposits need to be approved by the Treasurer before any commitments are made. Please note, in the unfortunate event where any deposits are lost (for example due to bad weather), the costs will need to be recouped by hosting another suitable event.

If you require a cash float for your event, please request this from the Treasurer 5 days in advance.

Please remember to keep any receipts as we are unable to reimburse you for any costs without a valid receipt. This is done via the 'Event Completion Form' after your event.

### Additional Information:

The PTA cupboard is located in the school hall and this includes things such as decorations, games, and tea & coffee equipment. All classes are welcome to store items for events in the cupboard.

The Chair of the PTA will be responsible for arranging the necessary gambling & alcohol licences and also the relevant grant applications.

\*\*\*New ideas are always welcome, so please speak to the Chair of the PTA or Liz Cullen in the office\*\*\*