School Association Volunteer Engagement Resource Guide

Supporting Stronger School Communities through Volunteering
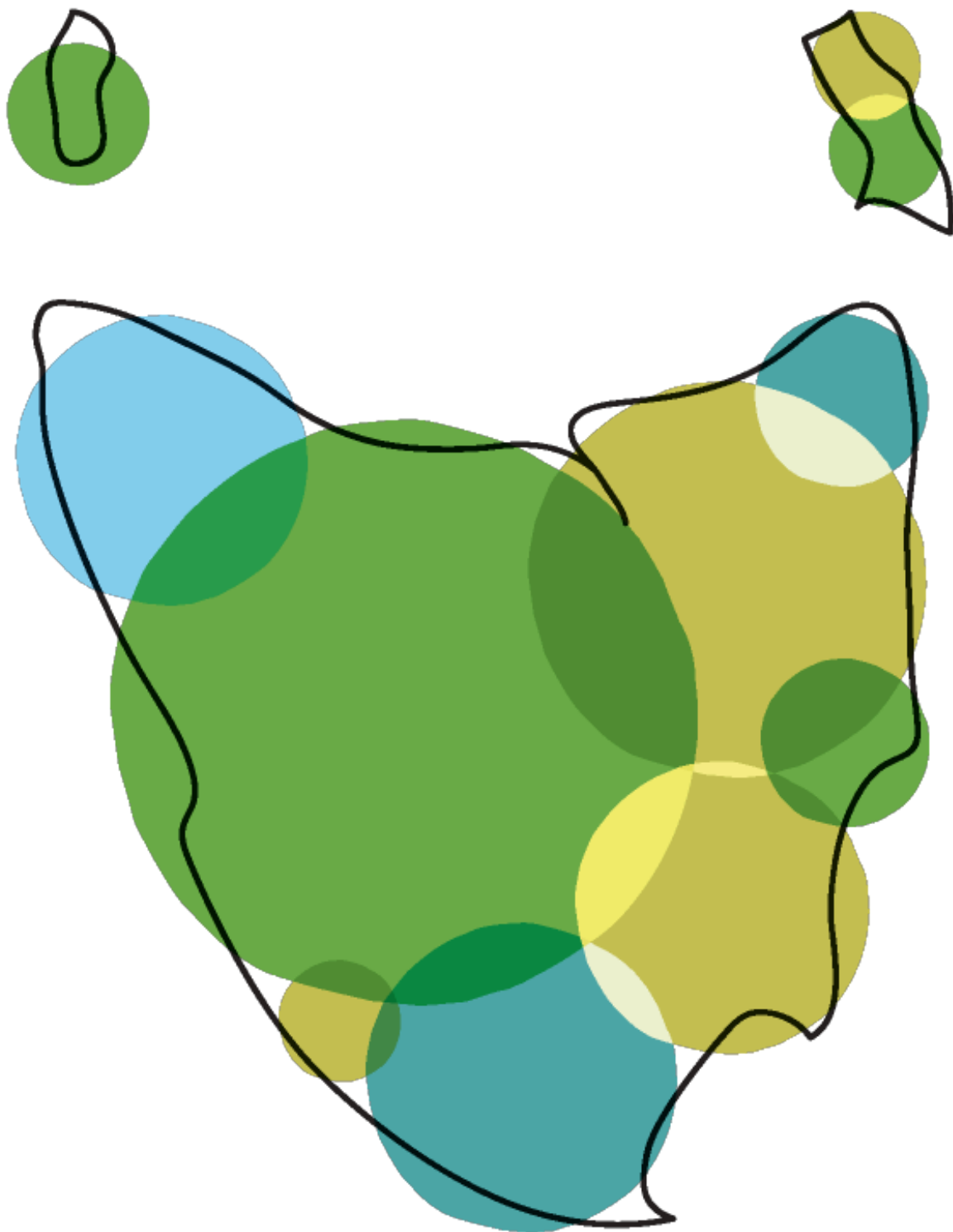
Acknowledgements

Acknowledgement of Country

Tasmanian Association of State School Organisations pays respect to the Palawa people as the Traditional Custodians of the land in beautiful Lutruwita.
We pay respect to elders' past, present and emerging and acknowledge their deep connection to country.

We also express our gratitude that we share this land today, our sorrow for the costs of that sharing, and our hope and belief that we move to a place of equity, justice, and partnership together.

Acknowledging Parents and Caregivers

TASSO acknowledges parent's and caregivers as the first educators in their child's life. We celebrate and honour the diversity of families and recognise the vital role family and community play in supporting children and young people throughout their learning journeys.

TASSO prepared this resource guide with the help of Tasmanian parents and caregivers. We extend our appreciation to all who have shared their experiences and engaged with our consultation process for this resource guide.

Acknowledging our funding

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The project that developed this resource was funded by the Australian Government Department of Social Services.

Welcome

Who is TASSO?

The Tasmanian Association of State School Organisations (TASSO) is the peak body representing the parents and community who form School Association Committees within Tasmanian government schools. Our mission is to strengthen every state school in Tasmania so they can achieve the best student outcomes. We work to empower the heart of Tassie State schools – their community – by supporting School Associations.

Our work includes providing essential training, resources, and support to school committees. Most importantly, we help them meet their constitutional requirements and do great things. We also support office-bearers in their roles and facilitate valuable networking opportunities.

We represent the School Association Committees from within Tasmania's 125 Primary Schools (Kindergarten to Year 6), 29 High Schools (Year 7 – 12), 25 District Schools (Kindergarten to Year 12), 8 Colleges (Year 11 and 12) and 3 Support Schools.

At TASSO, we believe in the value of government education. We are committed to making sure that state school education in Tasmania delivers the best possible education for Tassie kids. We speak as a proud voice for families to make sure their needs and ideas are heard.

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Purpose of this Guide

This guide is designed to support School Associations and their Committees in applying effective, inclusive, and sustainable volunteer engagement practices. It provides practical strategies, tools, and templates to help you attract, support, and retain volunteers, and to build a strong culture of collaboration within your school community.

Contents

Resources and Templates

What is a School Association?

Every state school in Tasmania has a School Association. The School Association plays a vital role in supporting the school, fostering community engagement, and contributing to the school's strategic direction.

Who is in the School Association?
The School Association is made up of the following members:
- Parent Members
- Staff Members
- Community Members (by application to the committee)
- The School Principal

If you are a parent, carer, or staff member of the school, you are automatically a member of the School Association.

You can choose to opt out of the School Association at any time by writing to the School Association Committee.

What does the School Association do?
While responsibilities may vary slightly from school to school, common roles include:
- Promoting parent and community involvement in the school.
- Working with the principal on school policies and strategic planning.
- Supporting school improvement initiatives.
- Encouraging a strong, collaborative school culture.

School Associations help ensure that the voices of families, staff, and the broader community are part of key discussions that shape the educational environment for students.

What is a School Association Committee?

The School Association Committee (the Committee) is responsible for managing the affairs of the School Association. It plays a key role in supporting the school by representing the interests of its members and helping guide school activities and initiatives.

The Committee is made up of representatives from each category of membership. While a committee usually has 11 members, this can vary between schools. To check the required number and structure for your school, refer to the last page of your school's constitution:

> LINK: School Association Constitutions – Department of Education Tasmania
>
> https://publicdocumentcentre.education.tas.gov.au/library/Shared%20Documents/ Education-Act-2016-Model-Constitution-of-School-Associations.pdf

Constitutional Requirements
Every School Association Committee must include:
- At least 3 Parent Representatives
- Between 1 and 3 Staff Representatives
- The School Principal

School Association Committees can also invite or consider up to 3 Community Representatives (noting these can be parent representatives as well).

Looking at a standard committee of 11 members, we recommend the following composition:
- 7 or 8 Parent Representatives
- 2 Staff Representatives
- The School Principal
- 1 Community Representative

If minimum numbers are not met
If your school cannot meet the minimum number of parent or staff representatives, the School Principal is required to notify the Minister through Legal Services. The school must continue efforts to form a committee that complies with the constitution.

Functions of a School Association Committee

The committee is to participate in the development of school-based policies with the purpose of ensuring a wide and inclusive process.

Participation of the committee may include:
- Seeking the views of the school association before plans are drafted.
- Seeking feedback from the school association on draft plans.
- Undertaking implementation activities as outlined in the plans and identified as being the responsibility of the school association.
- Seeking the views of the school association before a school's objectives, priorities, strategic directions, and values are established.
- Seeking feedback from the school association as part of development and review of matters.

The school association must be involved in the establishment and review of a school's objectives, priorities, strategic directions, and values, with the purpose of ensuring a wide and inclusive process.

The Secretary may provide a committee with an opportunity to give advice on any matter they consider appropriate.

A committee must place all such requests on the committee meeting agenda for discussion and action.

If the matter is urgent, the Chairperson of the committee may provide advice.

Why are School Association Committees needed?

School Association Committees play a key role in connecting schools with their communities. They ensure that parents, staff, and community members have a voice in the decisions that shape the educational environment and future direction of the school.

The benefits of School Association Committees are:

Inclusive Decision-Making
They help ensure that important school decisions, such as policies, improvement plans, and strategic goals; are developed with input from a broad range of people, reflecting the needs and values of the whole school community.

Stronger School Community Partnerships
Committees provide a formal way for parents and community members to work alongside staff and the School Principal, fostering collaboration, trust, and shared responsibility.

Support for Student Success
When families and communities are actively involved in school planning and support, students are more likely to feel supported, engaged, and successful in their learning.

Transparency and Accountability
Committees promote open communication between the school and its community, encouraging transparency in decision-making and helping the school remain accountable.

Legal and Policy Role
School Association Committees are required by legislation and are part of the formal governance structure of schools in Tasmania. Their involvement is guided by a constitution, Department policy and Ministerial and Secretarial Instructions.

Fundraising and access to Grants
School Association Committees are also essential in supporting schools through fundraising initiatives and applying for community grants. These efforts help fund programs, resources, and facilities that may not be covered by the regular school budget. By engaging with local businesses, councils, and funding bodies, committees can secure additional financial support that directly benefits students and enriches the school environment.

Volunteering with your School Association

Getting involved with your School Association is a wonderful way to support your child's school, connect with other families, and make a meaningful contribution to your school community.

The School Association
The School Association includes all parents of enrolled students, school staff, and approved community members. It exists to support schools' functions through collaborative decision-making in partnership with the School Principal and staff.

The School Association Committee
The School Association Committee is the elected body that manages the business of the Association. Members help develop school-based policies, support planning and improvements, and build strong partnerships between the school and its community.

Other ways to be involved
You do not need to be on the committee to support your school! There are many ways to contribute. This may be one-off contributions of time, resources, or support, or sharing your specialised skills, such as:

- Grant writing
- Fundraising events and activities
- Working bees
- Donating professional services or materials
- Providing feedback or suggestions
- Working groups (projects)
- Auditing School Association Committee financials
- Social media support for School Association Committee groups
- Subcommittee participation

Subcommittees

A School Association Committee may choose to have one or more subcommittees. A subcommittee has powers and performs functions that have been delegated by the Committee.

Examples of the functions and powers that may be delegated to a subcommittee are:
- specific fundraising activities
- event coordination
- school canteen
- school uniform shop.

Who chairs a subcommittee?
A subcommittee must consist of one member from the Committee, who must act as Chairperson of the subcommittee and report to the Committee on subcommittee activity.

Who can be on a subcommittee?
A subcommittee can then be made up of any other members of the School Association deemed appropriate by the Committee; this can include other members of the Committee or members of the wider School Association.

How long do subcommittees last?
Normally a subcommittee is set up for a time-limited period. However, longer-term subcommittees (or standing subcommittees) may also be needed.
Subcommittees that have existed for a year or longer should be reviewed by the Committee. A good time to review subcommittees is after the AGM

Forming a subcommittee:
To form a subcommittee, the School Association Committee should:
- Identify the purpose and scope of the subcommittee and share this with the School Association Committee for consideration
- Pass a motion at a committee meeting to establish the subcommittee and delegate relevant powers in the form of Terms of Reference.
- Appoint a chairperson (must be a current Committee member).
- Invite members from the School Association to join, based on the skills or interests needed.
- Set timeframes and goals and document expectations.
- Ensure regular updates from the subcommittee are included in Committee meetings.

School Association Network: Why Volunteer?

Volunteering within the school community offers many personal and collective benefits. Whether you are part of the School Association Committee or helping out occasionally, your involvement makes a difference to students, families, and the school!

Here are some of the most common reasons people choose to get involved:

Personal connection & fulfilment
- Builds meaningful friendships and new relationships
- Offers a sense of belonging and connection to the school
- Creates satisfaction through achieving shared goals
- Fosters pride and purpose in contributing to school success

Contribution to the School
- Benefits the school through support, ideas, and energy
- Helps strengthen school culture and community spirit
- Shows students that parents and carers are engaged in their education
- Allows for collaboration with staff, other families, and community members

Knowledge & engagement
- Increases understanding of how the school operates
- Builds awareness of school priorities, challenges, and opportunities
- Encourages a greater vision and engagement with your child's education
- Helps families feel more informed and included

Ongoing impact
- Keeps parents and carers connected during transitions to high school, college, and beyond
- Fosters long-term involvement in education at all levels
- Strengthens partnerships between home, school, and community.

School Association Network: Modelling best practice in volunteer engagement

When working with volunteers within the School Association - there is no need to reinvent the wheel. There are many resources and best practices available to guide you in effectively supporting volunteer involvement.

These tools can help streamline the process, ensuring a positive experience for both volunteers and the School Association Committee.

STAGE	DESCRIPTION	KEY RESOURCES WEBLINKS
Planning	Develop position descriptions outlining duties, tasks, responsibilities, reporting lines, time commitments, training, support, and benefits.	https://volunteeringtas.org.au/wp-content/uploads/2025/01/VT_tip-sheet_Volunteer-Management-Cycle_FINAL.pdf
Recruitment	Attract volunteers through diverse and inclusive methods, ensuring roles are meaningful and tailored to individual skills and interests.	https://www.volunteeringaustralia.org/nationalstandards/
Training & Onboarding	Provide comprehensive orientation and training to equip volunteers with the necessary skills and knowledge for their roles.	https://www.501commons.org/resources/tools-and-best-practices/volunteer-management
Engagement	Foster a supportive and inclusive environment where volunteers feel valued and connected, promoting active participation and collaboration.	https://www.volunteeringwa.org.au/volunteer-management/resources/volunteer-involvement-cycle
Scheduling	Implement flexible scheduling to accommodate volunteers' availability, ensuring consistent and reliable support for school activities.	https://volunteeringtas.org.au/wp-content/uploads/2025/01/VT_tip-sheet_Volunteer-Management-Cycle_FINAL.pdf
Retention & post-engagement	Recognise and appreciate volunteers' contributions, providing opportunities for feedback and continuous development to support long-term involvement.	https://www.volunteeringaustralia.org/nationalstandards/ https://www.nfplaw.org.au/free-resources/managing-people/managing-volunteers
Reporting	Regularly assess and report on volunteer program outcomes, ensuring transparency and accountability to stakeholders.	https://www.501commons.org/resources/tools-and-best-practices/volunteer-management

School Association Network: Engaging Volunteers

Volunteering can look different for everyone – being flexible and adaptable with the way you engage volunteers is a great way towards inclusivity.

To create a thriving, inclusive School Association Committee, and network, we need to rethink how we invite, include, and support volunteering in a way that values their time, skills, and circumstances.

Engaging Volunteers Differently
Not all volunteer involvement fits the traditional model. It is important to consider:

Is it volunteering or parent help?
- Both add value. Whether someone is on a committee, attending a working bee, or helping at a one-off event; they are contributing to school life.

Are you flexible and adaptable?
- Can roles be shared or split into manageable parts?
- Can a volunteer join a project midway through?
- Are people welcomed to start small or observe first?
- Do you support new volunteers with onboarding and encouragement?
- Are you flexible in change and doing things differently to "what has always been done" a certain way?

Accessibility Matters
Creating a welcoming environment means removing barriers to participation. Consider the following when looking at the way you engage people within your School Association network and committee:

- Are we accessible to all abilities: physical, intellectual, sensory, or neurodiverse?
- Are we considering language barriers, literacy levels, and communication needs?
- Are we inclusive in including single parents, carers, or those with non-traditional work hours?
- How long does it take to reimburse volunteer expenses? Can delays create hardship? Is there a way where people do not need to be out of pocket when organising events and activities within your school association?

Are our meetings and communications:
- Offered in plain language?
- Scheduled at flexible times?
- Inclusive in format (e.g., online options, in-person options, recorded info, welcoming of children attending if needed)?

Simple shifts that make a big difference
- Allow people to volunteer for what they are passionate about.
- Be open to different time commitments - every bit counts, and many hands make light work!
- Invite feedback and ideas on how to make involvement easier and more accessible or possible.
- Acknowledge all contributions, big or small, short-term, or long-term!

By being more inclusive, flexible, and responsive, School Association Committees and networks can attract a wider range of volunteers, strengthen community ties, and better reflect the diverse families that build each school community.

Engaging Volunteers through Mutual Obligation Volunteering

Some individuals receiving income support from Services Australia may be required to undertake activities as part of their mutual obligation requirements. Volunteering with a School Association Committee can be a meaningful way for them to meet these requirements while contributing positively to their community.

What Is Mutual Obligation Volunteering?
Mutual obligation volunteering refers to voluntary work that is approved by Services Australia to help recipients of certain payments (e.g., JobSeeker Payment, Parenting Payment) meet their activity requirements. As a committee, offering such opportunities can expand your volunteer base and strengthen community engagement.

Becoming an Approved Volunteer Organisation:
To host mutual obligation volunteers, your School Association must be approved as a Registered Volunteer Organisation (RVO) by Services Australia. The following steps will assist you to apply:

1. Register with Services Australia
Complete the Volunteer Organisation Registration Form, available on the Services Australia website. This form collects details about your organisation and the nature of the volunteering roles offered.

2. Provide appropriate insurance
Your association is insured through the school's insurance coverage, you can ask them for a certificate of currency.

3. Ensure suitable supervision and support
Volunteers should be supervised by a responsible person and receive appropriate orientation and guidance for their tasks.

4. Offer genuine volunteering opportunities
Roles must be unpaid, meaningful, and contribute to the goals of the school community. Tasks should align with the volunteer's skills and capacities.

5. Comply with privacy and Fair Work Standards

Volunteer arrangements must comply with relevant privacy laws and ensure that volunteers are not performing roles that should be paid employment.

6. Notify Centrelink when approved

Once registered, Services Australia may include your association in their list of approved organisations. Volunteers can then nominate your association as their preferred site for fulfilling their obligations.

7. Ongoing requirements

Maintain clear volunteer records, ensure the roles remain suitable and meaningful, and be responsive to any compliance checks or feedback from Services Australia.

School Association Network: Welcoming Volunteers

Creating a welcoming and inclusive environment for new volunteers is key to building a strong, engaged School Association Committee and network.

First impressions matter; especially for new parents or community members who may be unsure of how or whether to get involved.

Parent and community engagement: making it easy to join in
- What are your standard practices for welcoming new volunteers?
- What do new volunteers experience when they first show interest?
- Do you take time to introduce roles and expectations clearly?
- Are there friendly points of contact for follow-up or questions?

Strategies for welcoming volunteers

Shadow/Buddy System
Pair new volunteers with experienced committee members to help them settle in, answer questions, and feel confident participating.

"Bring a Friend" Approach
Encourage people to join with someone they know, particularly new parents or families. There's safety in numbers, and shared interests can spark ongoing involvement.

Casual Connect & Chat Sessions
Host informal sessions for parents and carers to learn more about the School Association, ask questions, and explore how they might contribute, without pressure to join then and there. You may consider holding one or two of these each term.

Reaching New Families
Welcome Packs: Create a simple information pack for new families (especially Kindergarten or Launch into Learning) that includes:
- What the School Association and its committee is
- Key contacts
- How to get involved (big and small ways)
- Upcoming opportunities/events
- A warm welcome message from the committee

School Newsletter Updates

Share regular updates in the school newsletter that:
- Highlight the committee's work
- Celebrate volunteer efforts
- Promote upcoming meetings or events
- Recruit new members with clear calls to action

Be visible at events and activities

Every school event is an opportunity to:
- Promote the School Association through a display, signage, or quick welcome speech
- Make committee members identifiable with badges or lanyards
- Provide a sign-up sheet or QR code for people to register interest
- Offer a simple "What We Do" flyer or brochure

Consider:
- What does welcoming new parents to your committee and network actually look like?
- How do people find out about the School Association?
- Are you creating low-barrier opportunities for people to dip their toe in?
- Are you ensuring that all materials and communications are:
    - Friendly and jargon-free
    - Culturally and linguistically inclusive
    - Accessible for people with different needs, schedules, and confidence levels
    - Culturally appropriate and respectful

TASSOs TIP:
Keep it warm, clear, and inclusive!

School Association Network: Compliance

To operate effectively and within legal and departmental guidelines, School Association Committees must ensure both volunteer and governance compliance. Below is a summary of the key requirements.

Volunteer Compliance Requirements

All volunteers involved with School Association activities must meet the following Department for Education, Children and Young People (DECYP) requirements:

Requirement	Details
Working with Vulnerable People (WWVP) Registration	All volunteers must hold a current WWVP registration. https://www.justice.tas.gov.au/rwvp
DECYP Child Safety Training	Volunteers must complete this training to ensure understanding of child safety practices. https://www.decyp.tas.gov.au/safe-children/safeguarding-children/safeguarding-training/
Sign In / Sign Out Procedures	Volunteers must sign in and out at the school office each time they are on-site, in line with safety and tracking protocols.

School Association Committee Compliance

School Association Committees must meet requirements set out by the Department for Education, Children and Young People (DECYP). These requirements are:

Requirement	Details
Australian Business Number (ABN)	School Association Committees may have an ABN. If they do, they must maintain the ABN as a registered entity under which financial operations occur.
Governance Practices	Committees must follow governance procedures as outlined in the School Association Constitution, including holding AGMs and maintaining proper meeting minutes.
Financial Management	All income and expenses must be tracked accurately and transparently.
Bank Account(s)	If the School Association is managing funds they must have a bank account in the name of the association. The School Association Committee cannot use the school bank account.
Annual Financial Audit or Review	Annual financial records must be reviewed or audited as required by the Secretary of DECYP and reported at the AGM.
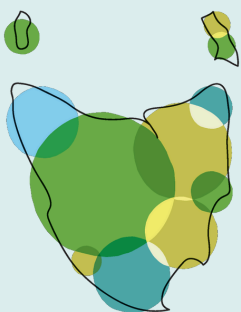
TASSOs TIP:
Consider using a compliance checklist and calendar to track these requirements throughout the year and avoid last-minute issues before audits or renewals.

RESOURCE: School Association Committee: Compliance Checklist

School Association Network: Supporting Volunteers

Volunteers are at the heart of strong School Associations. Supporting them well ensures their contributions are meaningful, sustainable, and rewarding, for them and the wider school community.

Below are key areas to consider when supporting your volunteers:

Clear Expectations & Boundaries
Code of Conduct
- Set the tone for respectful, inclusive, and collaborative behaviour. Ensure all volunteers are aware of and agree to a clear Code of Conduct. Or,

Ways of Working
- Document how your committee operates, e.g., committee expectations, meeting frequency, decision-making processes, communication methods, and expectations for involvement.

Understanding & Engaging Volunteers
Why do people volunteer?
- Understanding motivations (e.g., connection, skills-building, supporting children or the school) helps create meaningful opportunities.

Gathering feedback… then what?
- Regularly ask for feedback through surveys, check-ins, or informal conversations, then act on it. Let volunteers know their voices matter and how their suggestions are used by communicating this in your updates or reports when decisions are made in response to this feedback or suggestion.

Induction & practical support
Inducting New Volunteers
Have a basic onboarding process. A simple handbook or information flyer can include:
- The role of the School Association and it's Committee
- How to get involved
- Key contacts and dates
- Relevant policies and procedures

Reimbursements
Make it easy for volunteers to claim approved out-of-pocket expenses promptly to avoid any financial burden. Look into options where they are not out-of-pocket for more than a day if possible.

Breaks and shift coverage at events

Ensure volunteers working events or activities get proper breaks and that scheduled coverage arrives on time.

Visible, shared involvement counts

As current School Association Committee members, it is important for the community to see different people volunteering at events – this protects against the perception that committee involvement is a risk of being stuck doing it all and not being able to enjoy time at their child's events or activities.

Volunteer Fatigue

Signs to watch for:

- Low engagement, frustration, burnout, or reluctance to take on new tasks
- Taking a break is okay
- Normalise stepping back or taking time off from volunteering. Create a culture that values long-term sustainability over constant involvement

Continuity and knowledge sharing

Shadowing / Advisory Support

- Allow new or future committee members to "shadow" current members before fully stepping in in the future. You may consider creating an Advisory Subcommittee of former members of your School Association Committee. This committee can be engaged with for advice, support, past information, and guidance when needed. This supports confidence and continuity.

Volunteer Handovers

- Create a simple handover guide or folder for key roles to support continuity when someone steps down or takes a break.
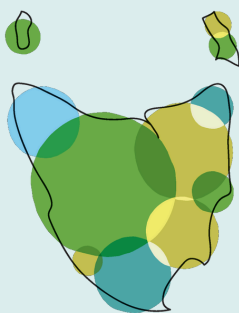
SUPPORTIVE VOLUNTEER CULTURE CHECKLIST

- Do we have a Code of Conduct or Ways of Working to create shared expectations?
- Are volunteers regularly thanked and acknowledged?
- Do new volunteers receive a warm welcome and induction?
- Are there opportunities for feedback and reflection?
- Do we encourage people to take breaks when needed?
- Are roles flexible and adaptable?

School Association Network: Celebrating Volunteering

Celebrating volunteer contributions builds morale, strengthens community connections, and inspires future involvement. Regardless of size and scale, recognising the efforts of those who give their time to support your school is essential.

Share the Story of Impact
Tell the story of your volunteers, and the difference that they make
- Highlight outcomes of specific events, projects, or fundraising efforts
- Share stories of how volunteer efforts benefited students, staff, or the wider school community
- Use school newsletters, social media, and assemblies to publicly thank and highlight volunteers
- Include quotes and reflections from volunteers and committee members

TASSOs TIP:
A picture says a thousand words... photos of volunteers in action are powerful and engaging!

Celebrate Milestones
Mark and celebrate important volunteering moments:
- First-time volunteers
- Years of service (e.g., 1 year, 3 years, 5+ years)
- Completion of major projects or events
- Committee transitions and leadership handovers
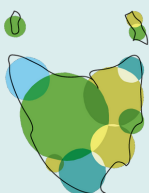
TASSOs TIP:
You could present certificates, small thank-you gifts, or even hold a volunteer morning tea or appreciation event.

Volunteer Recognition

Formal and informal recognition both matters; consider:
- Shout-outs at meetings and school events
- Nominate volunteers for awards (school-based or community awards)
- End-of-year acknowledgments in newsletters or at school concerts
- A thank-you letter, or card signed by students or staff

TASSOs TIP:
Keep a recognition calendar so you do not miss opportunities throughout the year.

There are National awareness dates set to celebrate volunteering, these are:

National Volunteer Week in May, and National Student Volunteer Week in August, International Volunteers Managers Day in November, along with International Volunteers Day in December.

You can contact Volunteering Australia and Volunteering Tasmania via their websites for information in relation to these opportunities to celebrate volunteering.

- Volunteering Australia | https://www.volunteeringaustralia.org
- Volunteering Tasmania | https://volunteeringtas.org.au/

Acknowledge the collective effort

It's not just about individual; it's about the team!
- Celebrate the School Association Committee as a group
- Acknowledge the network of volunteers who support events, fundraising, canteen, uniform shop, etc
- Reinforce that every contribution, no matter how small, adds up to something greater

TASSOs TIP:
Focus on "Together, we made this happen."

School Association Network: Association Meetings

Effective meetings are crucial for the smooth running of any School Association Committee and ensure that communication, decision-making, and collaboration are streamlined.

How often should meetings be held?

	Meeting Type	Who is invited	When held
General Meetings	Annual General Meeting	School Association members including the Committee	Once a year (as close as practicable to the end of each School Association Year).
	Special General Meetings also known as General Meetings	School Association members included the Committee	From time-to-time the Committee or Principal may call a Special General Meeting.
Committee Meetings	School Association Committee Meeting	School Association Committee and observers	At least once per term and more if determined by the Committee.
	Special School Association Committee Meeting	School Association Committee and observers	If requested by the Principal, the Chairperson or any three Committee Members.
Subcommittee Meetings	School Association Subcommittee Meeting (standing and fixed)	School Association Committee Member (at least one in each subcommittee), and interested members of the School Association	As determined by the Committee and documented in the Terms of Reference of the subcommittee.

In person or online?

I*n-Person Meetings:* These can help build stronger connections between members and encourage more engagement. However, they can be challenging for some members who may have time or travel constraints.

Online Meetings: Virtual meetings (e.g., via MS Teams) can make it easier for more people to attend, especially those with time or travel restrictions. However, they may not provide the same sense of community as in-person meetings.

Hybrid Approach: If possible, offer a hybrid approach, where people can choose to attend either in person or virtually, to accommodate the preferences and needs of all members. *Noting, facilitating a hybrid meeting can be challenging to ensure all participants are engaged and involved in the business of the meeting.*

Order of business

A typical meeting agenda may include the following order of business:

Welcome, Apologies and Conflict of Interest: Acknowledge who is present and any absentees, this might include an acknowledgement of country. Also an opportunity for anyone to declare their conflict of interest in accordance with the meeting agenda.

Approval of Previous Minutes: Confirm that the minutes from the previous meeting are accurate.

Business Arising: Address any issues or tasks that were raised in the previous meeting.

Reports: Present reports from subcommittees, or individuals (e.g., fundraising reports, financial updates, event updates).

General Business: Discuss new items of business, including ongoing or upcoming projects, initiatives, or school-related matters (policy development or review, school improvement plan review and/or evaluation and any other strategic conversations).

Close of Meeting: Confirm the date of the next meeting and officially close the meeting.

Who can attend?

Committee Members: Generally, only the members of the SAC should be entitled to participate in discussions and decision-making processes.

Observers: Some schools allow non-committee members attendance at meetings (parents, caregivers, or staff) as non-voting observers. They may listen but do not participate in decision-making unless invited.

Guest Speakers: Occasionally, guest speakers (e.g., school leaders, community partners) may be invited to attend and present during meetings.

Voting: Only those who are official committee members (as defined in your constitution) can vote on matters discussed in meetings.

Who can share at a meeting?

Committee Members: All committee members should have the opportunity to contribute to the discussion, provide updates, and share relevant information.

Subcommittee Chairs: If your School Association Committee has subcommittees (e.g., fundraising, events), the chair of each subcommittee should be given time to report on their group's activities and progress.

School Representatives: The School Principal or other school staff may be invited to share relevant updates or concerns. This may also included student leaders.

Guest Speakers: When applicable, guest speakers may be invited to share information or provide insights related to the agenda.

Annual General Meetings (AGMs)

Purpose: The AGM is an important opportunity for the committee to report to the school community about the year's activities, progress, and achievements. It is also the time to announce new committee members and thank leaving committee members. You may wish discuss only key initiatives for the following year.

Notice of this meeting: Ensure that all members of the School Association (including parents, staff, and community members) are given adequate notice of the AGM. This is usually at least 14 days in advance.
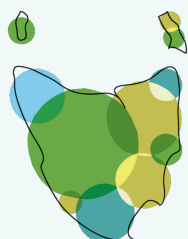
AGENDA: The AGM agenda will typically include:
- Approval of previous AGM minutes
- Business arising (unlikely there will be any)
- Annual reports from: the School Association, the School , and the annual audited financials of the School Association
- General business (typically reserved for constitutional changes)
- Confirmation of new committee members

NOTE: Office Bearer positions are determined at the School Association Committee meeting held after the AGM.

What is and isn't SAC meeting business?

What Is SAC Meeting Business?
- Policy Development: Discussions about the development or revision of relevant school policies.
- School Improvement Plans: Activities related to the planning and implementation of school improvement initiatives.
- Budget and Financials: Reviewing the budget, fundraising plans, and financial reports.
- Event Planning: Discussing upcoming school events, activities, or community initiatives.
- Volunteering and Recruitment: Discussions on how to engage and support volunteers for SAC-related events.
- Strategic Directions: Setting long-term goals and directions for the school association.

What Isn't SAC Meeting Business?
- Day-to-Day School Operations:

Decisions or discussions about the day-to-day operations of the school should generally be handled by school staff or the school board, not the School Association Committee.

- Personal Issues:

Complaints or personal grievances that don't directly relate to the School Association Committee's work should be addressed outside of School Association Committee meetings.

- Non- School Association Committee Events:

Events or activities that are not directly related to the School Association Committee's mission or goals should not be discussed unless they have a direct impact on the committee's work or the school is seeking volunteers to assist at the activity.

School Association Network: Fundraising, Events, and Activities

Why do we fundraise?

Fundraising plays a vital role in supporting schools beyond what is covered by standard education funding. Through the collective efforts of parents, carers, and the wider community, School Associations raise money each year to provide valuable enhancements and opportunities for students.

What does the fundraising support?

School Association fundraising can contribute towards many things, below are some suggestions:

- School Facility Upgrades e.g., wellbeing/physical activity supports - Sensory Garden projects, playground equipment etc.
- Learning Resources e.g., books, digital devices, STEM kits, art supplies.
- Excursion & Camp Support: Subsidising the cost of learning experiences to make them more accessible for families.
- Grade 6 or Grade 10 Celebration Activities: Including celebratory events, memory books, and formal clothing.
- School-wide Experiences e.g., performances, guest speakers, workshops, or whole-school celebrations.

Fundraising builds more than just funds, it can provide:

- Community Connection | Events like fairs, raffles, and cake and sweet stalls bring families and the school community together.

- Shared Purpose | Fundraising provides a sense of ownership and involvement in the school's growth and success.

- Volunteering Opportunities | These efforts give practical ways for people to contribute, big or small.

Considerations for planning inclusive fundraising events

Low or no cost participation
- Ensure students can take part regardless of family income.
- Offer donation-based or "pay what you can" models where possible.

Cultural and language considerations
- Use plain language in communications.
- Translate flyers into commonly spoken languages at your school.
- Consider cultural holidays when scheduling events.

Accessibility
- Choose venues with wheelchair access and sensory-friendly spaces.
- Provide quiet zones at busy events like discos or fairs.

Flexible Roles
- Allow people to contribute in small ways, for example 1-hour shifts, baking, setup/pack down.
- Offer take-home tasks for those who can't attend in person.

Recognition
- Publicly thank all helpers, and contributors
- Highlight the collective effort and outcomes in newsletters and assemblies.

TASSOs key considerations for running events and activities for your School

Volunteer recruitment and engagement
- *Pre-Event Volunteer Sign-ups:* Use Google Forms or sign-up sheets in school newsletters or during school events
- *Encouraging Participation:* Host a "Bring a Friend" campaign, where current volunteers invite new families to join in
- *Volunteer Appreciation:* After each event, consider sending thank-you emails, certificates, or shout-outs in newsletters to acknowledge their contributions

Managing budgets
- *Track Estimated vs Actual Costs:* Have a clear idea of how much your event will cost and keep track of spending to stay within budget
- *Leverage Local Sponsorships:* Seek donations from local businesses (e.g., gift cards for raffles, food donations) to reduce costs and increase profits

Adding value to events
- *Interactive Activities:* Include hands-on experiences for students and families (craft stations, mini workshops)
- *Local Vendor Partnerships:* Partner with local artisans, musicians, or food vendors for a unique touch
- *Themed Events:* Consider offering event themes to enhance engagement,
- like a fair, easter raffle, Christmas Sing-along

Showcasing School Association Committee Involvement
- *Visibility at Events:* Set up a School Association Committee stall with clear signage, brochures, and information about upcoming volunteer opportunities
- *Engagement with Parents and Caregivers:* Encourage School Association Committee members to mingle with attendees and talk about what the committee does
- *Social media & newsletters:* Regularly update your school community about School Association Committee achievements and upcoming events through school newsletters and social media

TASSOs suggested event planning timeline

LEAD TIME	TASK
6 - 12 weeks before	Finalise event details (budget, venue, volunteers)
4 - 5 weeks before	Send out volunteer recruitment messaging, arrange permits
2 - 3 weeks before	Finalise logistics, confirm volunteers, prepare materials
1 week before	Final reminder for volunteers, confirm event supplies
On the event day	Set up early (allowing yourself up to 1 - 1.5 hours before event start is a great idea!), ensure all School Association Committee volunteers ready for the event roles they are fulfilling
Post-event (up to the week after)	Thank volunteers, hold a debrief session, finalise fundraising totals, and communicate outcome of fundraising and event, create an action plan for any feedback and suggestions received

Monitor your event success:
After each event, consider the following areas:
- Volunteer feedback (via surveys or informal chats)
- Fundraising results (how much was raised vs. estimated budget)
- Attendee feedback (from parents or the school community)

SUPPORTING RESOURCES:
- Sample Fundraising Plan & Calendar
- Event Report Template

School Association Network: Communication

Effective communication is essential for keeping your school community informed, engaged, and involved in the School Association's activities. Here are various communication methods to ensure that everyone is well-connected and up to date:

eNews (Electronic Newsletters)
A digital newsletter that can be emailed regularly to the school community, parents, staff, and volunteers. It typically includes updates, event information, volunteer opportunities, and fundraising progress.

Best for: Quick, efficient updates to a wide audience
Frequency: Once or twice a term
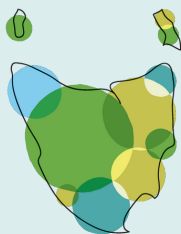
Consider:
- Include a call-to-action (e.g., "Sign up for the next event!")
- Use a clear subject line to grab attention
- Keep it concise and visually appealing
- Provide links to more resources, event pages, or volunteer sign-ups

Newsletter inclusion in the school's newsletter
A digital school newsletter where the School Association can provide a report/update that features key updates from the Association on upcoming events, and volunteer opportunities.

Best for: Reaching families who prefer to engage with information direct from the school
Frequency: Monthly or per term
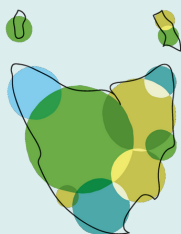
Consider:
- Include a section specifically for the School Association
- Highlight upcoming events and fundraising targets
- Incorporate short success stories or volunteer spotlights to encourage more participation

Pop-Up Information Stalls (at Events/Occasions)

A physical stand or table set up at school events or gatherings where parents, staff, and community members can stop by for information.
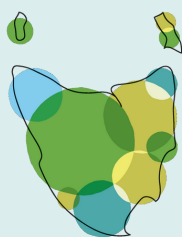
Best for: Face-to-face engagement and immediate connection with community members

Frequency: At key school events (e.g., open days, parent-teacher nights, fairs)
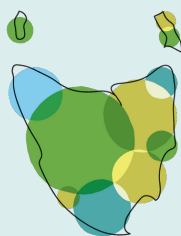
Consider:
- Have informative pamphlets or brochures available
- Display visuals such as upcoming events, volunteer opportunities, and School Association Committee goals
- Have a sign-up sheet for volunteer interest and a contact list for those who want more information
- Make the stall welcoming with clear signage and School Association Committee branding
- Ensure someone from the School Association Committee is always available to answer questions and engage visitors

Social Media Pages

Social media platforms (e.g., Facebook, Instagram, Twitter) are powerful tools for sharing updates, photos, event promotions, and fundraising goals.

Best for: Reaching a wide audience quickly and sharing visually engaging content (e.g., photos, videos, event highlights)

Frequency: Regular posts (2-3 times a week) or as needed

Consider:
- Create a school association page separate from the general school page
- Use images or videos of events, volunteers, and school activities to engage followers (Note: School Associations cannot use the school's logo)
- Share volunteer opportunities and call for help with upcoming events
- Use hashtags and tags to increase visibility (e.g., #SchoolAssociation #VolunteerWithUs)
- Respond to comments and messages to keep engagement active

MS Teams

DECYP supports all School Association Committees with access to a MS Teams channel. This is a collaboration platform that allows for communication, file sharing, meetings, and more. It is particularly useful for organising committee meetings and sharing information with School Association Committee members.

Best for: Internal communication and collaboration among School Association Committee members and subcommittees
Frequency: Ongoing use for internal communications and event planning
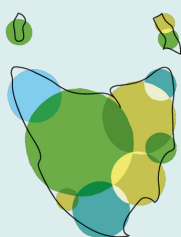
Consider:
- Set up dedicated channels for specific projects or events (e.g., Fundraising events, upcoming meetings, volunteer sign-ups)
- Use Teams for online meetings or regular check-ins
- Upload key documents, plans, and timelines for easy access by all School Association Committee members
- Encourage School Association Committee members to communicate and collaborate effectively on MS Teams, especially when planning events

School Association Network: When something does not go to plan

Volunteering can be a rewarding experience, but challenges and barriers often arise that can make it difficult for both the volunteers and the School Association Committee. It is important to address these issues thoughtfully and proactively to ensure that volunteers feel supported and continue to be engaged.

BARRIERS TO VOLUNTEERING

Challenges

- *Lack of time:* Many parents and community members may struggle to find time to volunteer due to busy schedules, work commitments, or family responsibilities.
- *Limited understanding of School Association Committee*: Some people may not fully understand what the School Association Committee does, its role within the school, or how they can contribute.
- *Family commitments*: Single parents or those without childcare may find it difficult to volunteer if there is no support or childcare available during events.

Solutions

- *Flexible volunteering:* Offer flexible volunteering opportunities (e.g., short shifts, roles that can be done from home, virtual meetings).
- *Clear communication:* Provide a simple breakdown of School Association Committee responsibilities and the value of each volunteer role so that people understand how they can help.
- *Family-friendly events:* Consider offering childcare options during events or creating family-oriented volunteer opportunities where parents and children can take part together.

VOLUNTEER BURNOUT

Challenges

- *Overloaded volunteers:* When only a small group of people volunteer regularly, burnout can occur as they are expected to handle too much.
- *Volunteer fatigue:* The pressure to constantly organise and execute events can lead to a lack of enthusiasm or frustration.

Solutions

- *Distribute workload:* Spread tasks among more volunteers to avoid overwhelming a small group. Encourage new people to take on small tasks to start.
- *Rotate leadership:* Consider rotating event leadership and other responsibilities to give volunteers a chance to step back and recharge.
- *Acknowledge contributions:* Regularly recognise volunteers' hard work through appreciation events, thank-you notes, or social media shout-outs to keep morale high.

SOLO VOLUNTEERING

Challenges

- *Lack of team support:* Volunteers who work alone may feel isolated and unsupported, leading to disengagement.
- *Increased Stress:* Solo volunteers might feel pressure to perform tasks without help, which can cause stress and overwhelm.

Solutions

- *Pair volunteers:* Pair experienced volunteers with newcomers or create small teams so no one is working alone.
- *Encourage collaborative efforts:* Ensure that volunteers feel part of a team by fostering a collaborative environment and encouraging communication among team members.

ONLY ENGAGING PARENTS WHO ARE TEACHERS

Challenges

- *Disengagement:* Parents who are not in DECYP employment may feel less connected to the School Association Committee or feel their contributions are not as impactful.
- *Perceived barriers:* Non-teaching parents may feel like they don't have a role to play or that they're not as qualified to take part in certain school-related decisions.

Solutions

- *Highlight the value of all members:* Emphasise that parents have diverse skills; beyond teaching; that they are invaluable to the School Association Committee, not just in fundraising and event planning, but in seeing the system from a parent perspective, without assumed knowledge, they often have broad community outreach and skills that baluster the school.
- *Community events:* Host community events that are more inclusive of non-teaching parents, offering them ways to get involved in activities that aren't directly related to education but still help the school.

COMPLIANCE COSTS AND CHALLENGES

Challenges

- *Training requirements:* Meeting the mandatory DECYP (Department of Education, Children, and Young People) training for volunteers can be time-consuming or a barrier for potential volunteers.
- *Administrative burden:* The need for compliance risk management, and handling financials can create extra layers of work and cost for School Association Committee members.

Solutions

- *Streamline training:* Offer flexible training options, such as online or condensed in-person sessions, to make compliance easier for volunteers to complete.
- *Outsource complex tasks:* If possible, delegate administrative or compliance-related tasks to specific roles within the committee or engage the school for help with certain processes like auditing or meeting compliance and keeping track of this within your volunteer network.

HELPERS ON THE DAY OF THE EVENT

Challenges

- *Lack of volunteers on event days:* Even with pre-event planning, sometimes there are not enough volunteers on the day of the event, leading to chaos or a pressured environment.
- *Volunteers withdrawing at last minute:* Volunteers may cancel at the last minute due to unforeseen personal circumstances, leaving the event understaffed.

Solutions

- *Over-volunteer-recruit:* Always recruit more volunteers than you think you need for an event to ensure that you're covered if anyone cancels.
- *Create backup plans:* Have a list of standby volunteers who can step in if needed. Ensure your volunteers know that you might ask them to do extra duties if someone pulls out. It is helpful to seek support from the local service group (Lions, Rotary, Youth Groups etc.)
- *Clear communication:* Send event reminders and a day-of checklist to confirm roles and expectations before the event.

CONFLICTS AMONG VOLUNTEERS

Challenges

- *Personality clashes:* Conflicts between volunteers can arise due to differing opinions, working styles, or personal issues.
- *Misunderstanding of roles:* Disputes may occur if volunteers are unclear about their responsibilities or if roles overlap.

Solutions

- *Set expectations early:* Make sure that roles are clearly defined from the start and hold regular meetings to discuss progress and challenges.
- *Foster a positive culture:* Encourage a culture of open communication, respect, and collaboration to prevent misunderstandings and conflict.
- *Conflict Resolution:* Be proactive in addressing conflicts by mediating between parties and finding solutions that prioritise the well-being of both the volunteer and the school.

FINANCIAL ISSUES: REIMBURSEMENT DELAYS

Challenges

- *Out-of-pocket expenses:* Volunteers may find it frustrating to pay for supplies or event-related costs upfront, especially when reimbursements are delayed.
- *Lack of clarity:* Volunteers may not always understand the reimbursement process or feel discouraged if they haven't been paid back promptly.

Solutions

- *Streamline reimbursement processes:* Make the reimbursement process clear and efficient. Set clear guidelines on how and when volunteers will be reimbursed.
- *Offer upfront payments:* Where possible, offer to pay for supplies or materials before the event, or purchase items in bulk for reimbursement at a later stage. Considering the School Association holding a debit card with processes in place to manage any potential risks.
- *Transparency:* Communicate clearly with volunteers about timelines and steps in the reimbursement process to avoid confusion or frustration.

WORKING AROUND PERSONAL OR FAMILY CHALLENGES

Challenges

- *Busy schedules:* Volunteers with demanding work schedules or family obligations may find it difficult to commit to events or regular meetings.
- *Lack of childcare:* Some parents may be discouraged from volunteering if there is no childcare support during events or meetings.

Solutions

- *Offer flexible volunteer roles:* Allow volunteers to take part in roles that can be done remotely, during off-hours, or with flexible time commitments.
- *Provide childcare at events:* If possible, arrange for childminding services during events, or host family-friendly volunteer opportunities where parents and kids can participate together.
- *Encourage online participation:* Set up online meetings or opportunities for volunteers to contribute without needing to always be physically present.

LOW VOLUNTEER NUMBERS

Challenges

- *Not enough volunteers:* One of the most common challenges is simply not having enough volunteers to run events or programs effectively.
- *Volunteer decline:* Over time, people may stop volunteering, leaving gaps in your volunteer pool.

Solutions

- *Recruitment campaigns:* Regularly promote volunteering opportunities in newsletters, social media, and at school events. Use a "Bring a Friend" campaign to increase volunteer numbers.
- *Showcase impact:* Highlight the success of past events and the impact of volunteer work to show potential volunteers the difference they can make.
- *Personal invitations:* Sometimes a personal request or direct invitation works better than a public call for help.
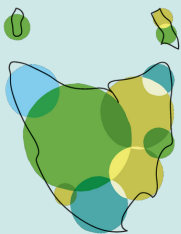
CONSIDERATION:
Addressing these challenges requires ongoing communication, a supportive environment, and flexibility.

It's important to recognise that volunteer involvement is not a one-size-fits-all effort. Tailoring your approach to meet the needs of your volunteers will help overcome these barriers and create a more engaged, effective School Association Committee.

Resources and Templates

These resources and templates have been developed to support your School Association Committee in engaging and supporting volunteers, running events and activities, and overall facilitation of your School Association Committee functions.

Enclosed with this Resource Guide, are the following:

Volunteer Engagement
- Roles Explained for School Association Committees
- Chairperson
- Secretary
- Treasurer
- Principal
- Returning Officer

Checklist to onboarding School Association committee volunteers

Volunteer Agreement

Do I have time to volunteer decision maker tool

Event Planning checklist for School Association Committees

Fundraising Events Overview & Considerations

Ideas for recruiting new School Association volunteers

School Association Committee: Compliance Checklist

Roles explained for School Association Committees

TASSO has many resources available on our website: **www.tasso.org.au** or access via the links below for each School Association Committee role.

Chairperson
https://www.tasso.org.au/wp-content/uploads/2025/03/Chairperson-1.pdf

Secretary
https://www.tasso.org.au/wp-content/uploads/2024/04/Secretary.pdf

Treasurer
https://www.tasso.org.au/wp-content/uploads/2024/04/Treasurer.pdf

Principal
https://www.tasso.org.au/wp-content/uploads/2024/05/Principal.pdf

Returning Officer
https://www.tasso.org.au/wp-content/uploads/2024/04/Returning-Officer.pdf

Checklist for onboarding School Association committee volunteers
NEW SCHOOL ASSOCIATION COMMITTEE MEMBER ONBOARDING CHECKLIST

INITIAL WELCOME & COMMUNICATION

TICK WHEN COMPLETED

- Send welcome email or letter from Chair and School Principal
- Schedule introductory meeting with School Association Chair and/or Principal
- Provide contact list of current committee members
- Share meeting schedule for the year
- Ensure the individual understands the time commitment of participation

DOCUMENTATION & COMPLIANCE

TICK WHEN COMPLETED

- Provide and collect signed Volunteer Agreement (if applicable)
- Confirm application of a Working with Vulnerable People Check (WWVP)
- Provide copy to the School Business Manager of the individuals WWVP card
- Complete DECYPs Compulsory Safeguarding Training for Workers
- Collect any required confidentiality or code of conduct agreements (if applicable)
- Ensure acknowledgment of relevant school policies (e.g., safeguarding, Conduct and Behaviour Policy, Respectful School Visitor and Volunteer Behaviour Procedure)
- Provide access to the constitution, Ministerial and Secretary's Instructions for School Associations and terms of reference subcommittees

INDUCTION & ORIENTATION

TICK WHEN COMPLETED

- Conduct onboarding session (can be one-on-one or in group format)
- Review committee roles and responsibilities
- Outline expectations about attendance, conduct, and decision-making
- Discuss the scope of authority and governance framework
- Provide overview of previous year's goals, budget, and outcomes

TRAINING & RESOURCES

TICK WHEN COMPLETED

- Provide copy of current strategic plan, school improvement plan, or key initiatives
- Share resource folder (digital or hard copy) with meeting minutes, templates, and tools
- Offer training and/or information on:
  - Financial literacy and budget basics (if applicable)
  - Conflict of interest and decision-making
  - Using committee communication tools/platforms
  - Understanding legal and compliance obligations

Checklist for onboarding School Association committee volunteers

NEW SCHOOL ASSOCIATION COMMITTEE MEMBER ONBOARDING CHECKLIST

SYSTEMS & ACCESS

☐
TICK WHEN COMPLETED

- Add member to email distribution lists or communication platforms (e.g., MS Teams)
- Provide access to relevant online platforms or file-sharing systems
- Assign committee mentor or buddy (optional, but helpful)

MEETING PREPARATION

☐
TICK WHEN COMPLETED

- Share agenda and minutes from last 2–3 meetings
- Clarify process for adding items to future agendas
- Explain procedures for motions, voting, and minute taking

ONGOING SUPPORT & REVIEW

☐
TICK WHEN COMPLETED

- Schedule a follow up/support check-in (e.g., after 1 month and 3 months)
- Provide opportunities for questions or feedback
- Encourage participation in subcommittees or events

OTHER

☐
TICK WHEN COMPLETED

Intentional blank area for you to populate relevant actions for your School Association Committee, if not addressed above:

School Association Committee | Volunteer Agreement

School Name:

Volunteer Name:

Committee Role (if applicable):

Date:

PURPOSE OF AGREEMENT

This agreement sets out the expectations, responsibilities, and conduct standards for volunteers serving on the School Association Committee. It ensures clarity and compliance with school, legal, and governance requirements.

VOLUNTEER ROLE AND RESPONSIBILITIES

As a School Association Committee member, I agree to:
- Act in the best interests of the school and its students
- Attend and participate actively in scheduled meetings
- Respect the views and contributions of other committee members
- Follow the committee's constitution/bylaws and school governance frameworks
- Maintain the confidentiality of sensitive or private information
- Support and uphold the values and strategic goals of the school
- Declare any conflicts of interest and refrain from decision-making where conflicts exist
- Comply with all relevant school policies, including child safety and code of conduct

COMPLIANCE REQUIREMENTS

I understand that I must:

- Hold a current Working with Vulnerable People (WWVP) and complete DECYPs Compulsory Safeguarding Training for Workers
- Provide evidence of such clearance to the school administration before participating
- Notify the school of any changes to my legal status or eligibility to volunteer
- Complete any induction, training, or briefing sessions required by the school or committee

School Association Committee | Volunteer Agreement

CODE OF CONDUCT

I agree to:

- Treat all members of the school community with respect, courtesy, and fairness
- Refrain from using committee membership for personal or political gain
- Avoid any behaviour that could bring the school or committee into disrepute
- Abide by decisions made collectively by the committee

CONFIDENTIALITY

I acknowledge that:
- Information shared or discussed in meetings may be confidential and must not be disclosed outside the committee
- Breaching confidentiality may result in my removal from the committee and other consequences

VOLUNTARY NATURE OF ROLE

- I understand that this is an unpaid voluntary role
- I may resign by giving reasonable notice in writing to the Committee

DECLARATION AND SIGNATURE

I have read, understood, and agree to the terms set out in this agreement.

I will uphold the responsibilities and conduct expected of me as a School Association Committee member.

Volunteer Name (print):

Signature: **Date:**

Committee Chair (print):

Signature: **Date:**

VOLUNTEERING | WHAT TIME CAN YOU GIVE?

INSTRUCTIONS

Working through the above week in a view schedule, block out times that may be relevant for you, consider the following:

- Time with your family, however that may look.
- The time you need to be at work, and travel time to and from.
- The time you need to rest, sleep, and eat.
- Time for any hobbies, interests, or other commitments, including existing volunteer roles.
- Time you want to remain unallocated in life.

Once these are factored in you should have a snapshot of what time you may be able to give as a volunteer!

What does this look like for you?

NOTE: There are two layout options of this form provided for you to decide which one you would prefer to use.

VOLUNTEERING: WHAT TIME CAN YOU GIVE?
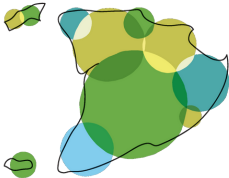
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturda	Sunday
12am – 1am							
11pm – 12am							
10pm – 11pm							
9pm – 10pm							
8pm – 9pm							
7pm – 8pm							
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2am – 3am							
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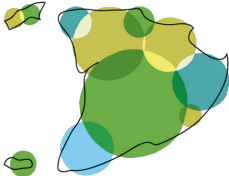
VOLUNTEERING: WHAT TIME CAN YOU GIVE?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1am							
2am							
3am							
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10pm							
11pm							
12 midnight							

Event Planning checklist for School Association Committees

Here is a School Association Event Planning Checklist based on a 12-week timeframe, covering all the key stages of event preparation, promotion, compliance, logistics, and evaluation.

12-Week Event Planning Checklist for School Association Committees:
Use this timeline as a guide for any school event (e.g. fundraisers, fairs, trivia nights, discos, community BBQs, etc.)

LEAD TIME	TASK
12 weeks before (Initial planning & approval)	• Define event purpose (fundraiser, community building, awareness, etc.) • Decide on event type (e.g. fair, disco, trivia night, stall) • Set date, time, and location • Obtain approval from school leadership • Draft budget (projected costs, income, ticketing, etc.) • Assign event coordinator and delegate roles/subcommittee/s • Check for calendar conflicts with school or community events • Identify permits or licenses needed (e.g. food handling, alcohol, road closures)
10 weeks before	• Finalise venue booking (school grounds, hall, external location) • Confirm insurance coverage (if required) and/or submit risk assessment to the Principal • Apply for any permits (e.g. food safety, liquor license) • Recruit volunteers or team leads for key areas • Source vendors, entertainers, suppliers, if needed • Begin sponsorship or donation outreach (raffle prizes, supplies)
8 weeks before	• Create event plan/run sheet • Confirm and book equipment (marquees, PA system, chairs, tables) • Design promotional materials (flyers, posters, social media posts) • Begin marketing and promotion • School newsletter • Social media • Flyers sent home • Community groups or partners • Open ticket sales or RSVP if applicable • Plan for first aid and safety procedures

LEAD TIME	TASK
6 weeks before	• Confirm volunteer roster and fill key shifts • Order supplies and materials • Begin collecting raffle or silent auction donations • Continue promotion and engagement • Prepare event signage and decorations
4 weeks before	• Confirm final vendor/entertainer/supplier bookings • Check and update risk management plan • Finalise program or schedule of activities • Organise float/cash handling plan or EFTPOS if applicable • Order tickets, wristbands, tokens, etc. (if needed) • Confirm toilets, waste management, parking, accessibility
2 weeks before	• Hold final event committee meeting • Send final communications to parents and staff • Confirm volunteer briefing schedule • Print or prepare materials (run sheet, signs, maps, checklists) • Test AV equipment, power access, etc. • Final stock/supply check
1 week before	• Send reminder messages to volunteers and participants • Pack kits (e.g. first aid, signage, tape, stationery, name tags) • Prepare cash float or payment system as well as reimbursement plan • Conduct a walkthrough of venue layout
Event day	• Arrive early and check site setup • Brief volunteers and vendors • Display signage and safety/emergency contacts • Monitor schedule and manage issues • Take photos for post-event wrap-up or social media • Thank guests, volunteers, and partners
Post-event (within 1–2 weeks)	• Conduct debrief meeting with committee • Gather feedback from volunteers and attendees • Tally profits/expenses and submit final budget report • Send thank-you messages to volunteers, sponsors, and school staff • Document lessons learned and recommendations for next time • Archive materials (run sheet, budget, photos, notes) for future planning

Fundraising events overview and considerations

Purpose of Fundraising

Fundraising events help school communities:
- Raise money for resources, equipment, or programs
- Promote school spirit and community engagement
- Build partnerships with families and local businesses

COMMON FUNDRAISING EVENT TYPES

FOOD-BASED EVENTS	- BBQs & Sausage Sizzles - Bake Sales / Cake Stalls - Food Truck Nights / International Food Festivals
FAIRS & FESTIVALS	- School Fairs - Spring/Fall Markets - Twilight Markets
ENTERTAINMENT & SOCIAL EVENTS	- Trivia Nights / Bingo Nights - Movie Nights (indoor or outdoor) - Discos / Dance Parties - Parent Socials (e.g., cocktail evening, gala dinner)
SALES-BASED FUNDRAISERS	- Raffles / Prize Draws - Product Fundraisers (chocolates, books, eco goods) - Second-hand Uniform/Book Sales
PHYSICAL CHALLENGES	- Fun Runs / Walk-a-thons / Colour Runs - Obstacle Courses - Bike-a-thons / Dance-a-thons
CREATIVE EVENTS	- Art Shows - Talent Shows - Craft Markets

Fundraising events overview and considerations

KEY CONSIDERATIONS BEFORE PLANNING

PURPOSE & GOALS	• What is the specific goal (financial target, community engagement, etc.)? • What are the funds being raised for?
TARGET AUDIENCE	• Who are you trying to attract: parents, students, staff, broader community? • Will the event appeal to this group?
BUDGET & PROFITABILITY	• Estimate costs (venue, supplies, insurance, marketing, etc.) • Calculate expected revenue • Consider the return on investment (time and money)- is the effort worth the gain?

TIMING & CONFLICTS	• Avoid clashes with:
	  ○ School events (e.g., camps, exams, parent/teacher nights)
	  ○ Local sporting or community events
	• Allow enough planning time (8–12 weeks)

COMPLIANCE & RISK MANAGEMENT	• Confirm school or department fundraising policies (e.g. Cash Handling Policy)
	• Ensure Working with Vulnerable People Checks (WWVP) and the DECYP Compulsory Safeguarding Training is in place
	• Complete:
	  ○ Risk assessments
	  ○ Food safety (if applicable)
	  ○ Permits (raffles, noise, food service, outdoor events)
	  ○ Public liability insurance (if applicable, if the School certificate of currency doesn't extend to cover the event)
	• Provide first aid access and emergency plans

VOLUNTEER MANAGEMENT	• Recruit early and clearly define roles • Provide guidance, support, and thank volunteers • Spread tasks to avoid burnout of regular helpers
PROMOTION & COMMUNICATION	• Use multiple channels: newsletters, email, social media, posters • Keep messaging clear: purpose, dates, how to help or attend • Engage local businesses for sponsorship, prizes, or donations

Fundraising events overview and considerations

KEY CONSIDERATIONS BEFORE PLANNING

SUSTAINABILITY & INCLUSION	• Consider eco-friendly practices (reusable materials, recycling, minimal waste) • Ensure the event is accessible and inclusive (dietary options, sensory-friendly, low-cost activities)
RECORD KEEPING & EVALUATION	• Track income/expenses carefully • Use feedback and results to inform future planning • Document lessons learned and store event files/templates
POST-EVENT FOLLOW-UP	• Thank sponsors, volunteers, and attendees • Publicise how much was raised and what it will support • Conduct a debrief with committee • Store photos, documents, and contacts for next time

Ideas for recruiting new School Association volunteers

IDEAS FOR RECRUITING NEW SCHOOL ASSOCIATION VOLUNTEERS

PROMOTE A POSITIVE, WELCOMING CULTURE	• Emphasise that no experience is needed, just a willingness to help. • Share how supportive, inclusive, and rewarding being part of the committee is. • Highlight small, flexible roles for people with limited time.

COMMUNICATE REGULARLY & CLEARLY	• Send invitations via:
	  ○ School newsletters
	  ○ Parent emails
	  ○ Social media posts
	  ○ Class rep groups (e.g. Facebook)
	  ○ Use friendly, inviting language (e.g. "Come join us!" not "We need help!")

MAKE PERSONAL INVITATIONS	• Committee members can personally approach parents at drop-off/pick-up, events, or via class reps. • A one-on-one invitation is often more effective than a general call-out.
HOST A "GET TO KNOW US" SESSION	• Offer a relaxed coffee morning, afternoon tea, or evening drinks where parents can learn what the committee does. • Keep it short, friendly, and informal. • Have current members share their experiences.
SHOWCASE IMPACT	• Share examples of what the committee has achieved (e.g. new playground, successful events, learning resources). • Use visuals: before-and-after photos, budget charts, quotes from students.
OFFER BITE-SIZED OR TRIAL ROLES	• Promote subcommittees or project-based roles (e.g., "Join just for the trivia night"). • Offer a "trial term" to see if it's a good fit. • Create a helper pool for one-off jobs (e.g. setting up, baking, selling tickets).
OFFER SUPPORT FOR YOUNG FAMILIES	• Allow volunteers to bring kids to meetings where possible. • Schedule some meetings during school hours for flexibility. • Offer online (MS Teams) options for working parents or carers.
MATCH SKILLS & INTERESTS	• Ask parents to complete a skills & interest form (e.g. marketing, design, event planning, finance). • Use this to invite them into roles that suit their background or preferences.

Ideas for recruiting new School Association volunteers

IDEAS FOR RECRUITING NEW SCHOOL ASSOCIATION VOLUNTEERS

RECOGNISE & CELEBRATE VOLUNTEERS	• Publicly thank volunteers in newsletters, social media, assemblies. • Give small tokens of appreciation (certificates, coffee vouchers). • Share stories of how volunteering has enriched people's lives.

CLARIFY THE COMMITMENT	• Share a simple one-pager with:
	  ○ Meeting frequency
	  ○ Typical responsibilities
	  ○ Time expectations
	  ○ Support systems in place
	• Emphasise flexibility and shared workload.

USE TESTIMONIALS	• Ask current members to share short quotes: *"I joined to meet people and ended up helping raise $10K for the library."* • Feature them in flyers, videos, or school communications.
PROMOTE DURING SCHOOL EVENTS	• Have a presence at parent–teacher nights, sports days, concerts, and school events. • Set up a friendly info table with flyers and sign-up sheets.

School Association Committee | Compliance Checklist

TASSOs TIP:
Print and bring this checklist to your first meeting of the year and review quarterly to stay on track. Assign clear roles to committee members so nothing gets missed.

COMPLIANCE AREA	TASK	WHO IS RESPONSIBLE?	DUE DATE	COMPLETED NOTES
VOLUNTEER COMPLIANCE				
Working with Vulnerable People (WWVP)	Confirm current WWVP for all volunteers	Committee Secretary or School Contact	Start of year / ongoing	
Child Safety Training (DECYP)	Ensure all volunteers complete Child Safety Training	Committee Chair / School Contact	Start of year / onboarding	
Sign In/Out Procedures	Volunteers sign in/out each visit	School Office / Event Coordinator	Ongoing	Ensure process is followed at all events

COMPLIANCE AREA	TASK	WHO IS RESPONSIBLE?	DUE DATE	COMPLETED NOTES
GOVERNANCE COMPLIANCE				
Annual General Meeting (AGM)	Hold AGM and elect new committee	Chair / Principal / Returning Officer	Term 1 or 2	Must be min. 14 days' notice
Constitution Access	Provide access to current School Association Constitution	Secretary / Principal	Term 1	Upload to school website or include in packs
Committee Member List Updated	Update and submit names and contact details of new committee members	Secretary	After AGM	Send to DECYP and TASSO
Minutes of Meetings	Record and approve minutes for all meetings	Secretary	Ongoing	Store safely or on shared drive

School Association Committee | Compliance Checklist

COMPLIANCE AREA	TASK	WHO IS RESPONSIBLE?	DUE DATE	COMPLETED NOTES
FINANCIAL COMPLIANCE				
ABN Valid	Confirm School Association ABN is active and current (ensure the contact and associate is updated)	Treasurer / Secretary	Annually	Check via ABN lookup
Bank Accounts Managed Separately	Confirm all funds are kept in School Association-designated account(s)	Treasurer	Ongoing	
Financial Records Maintained	Track all income and expenditure with supporting documentation	Treasurer	Ongoing	Use spreadsheet or software
Annual Financial Audit	Arrange (where possible honorary) audit of annual finances	Treasurer / Independent Reviewer	Before AGM	Required annually
AGM Financial Report Prepared	Prepare and present financial report at AGM	Treasurer	AGM	Include income, expenses, balance
ENGAGEMENT & COMMUNICATION				
Newsletter Updates	Submit regular updates to school newsletter	Communications Lead	Each Term	Promote involvement
Welcome / Info Packs Created	Distribute info packs to new families and Launch into Learning groups	Chair / Secretary	Term 1	Include intro, contacts, roles
Promotion at School Events	Represent School Association at major school events	Committee Volunteers	As needed	Have flyers or QR sign-up

Example of a fundraising plan & calendar

This example outlines a balanced year of fundraising and community engagement events. Tailor it to your school's size, capacity, and goals.

TERM	FUNDRAISING ACTIVITY	PURPOSE	LEAD ROLE	NOTES
1	Welcome BBQ / Family Picnic	Build community & raise funds via food	Events Subcommittee	Include info table for School Assoc
2	Mother's Day Stall	Fundraise for learning resources	Parent Volunteers	Keep items low-cost and inclusive
2	Read-a-thon / Walk-a-thon	Student-led fundraising for library	Teachers & Assoc.	Focus on participation over prizes
3	School Disco	Fundraise for Year 6 Leaver's items	SAC + Staff	Include sensory-friendly sessions
3	Father's Day Breakfast	Connection event, optional donation	Community Rep Lead	Consider all caregiver types
4	Raffle or Silent Auction	Major end-of-year fundraiser	Treasurer / Chair	Seek local business donations
4	Celebration Picnic	Thank volunteers, celebrate school year	Committee	No fundraising, just community focus

TASSOs TIP:
Don't over-schedule… remember - quality over quantity. Include non-fundraising events to build relationships.

School Association Committee | Event Report Template

Event Name:

Lead Coordinator/s:

Purpose / Goal/s:

Total Anticipated to Raise:

Estimated Expenses:

Number of Attendees Expected: **Actual:**

Date:

VOLUNTEER ROLES INVOLVED:

- Planning
- Set-up
- Running activities
- Pack-down
- Promotion

COMMUNITY FEEDBACK:

- What worked well?
- What could be improved?
- Feedback from volunteers?

RECOMMENDATIONS FOR NEXT TIME:

PHOTOS OR MEDIA TO KEEP:

THANK YOU ACKNOWLEDGEMENTS COMPLETED?

- School newsletter
- Social media
- Direct thanks to key volunteers/donors