

Typical PFA Year

	<b>When:</b>	<b>Details:</b>	<b>Type of help required by PFA Members:</b>
<b>Pupil Christmas Cards</b>	October	Pupils create a Christmas card picture in class which can then be made in to cards for parents to purchase.	Collation of order forms from classes Matching cheques and money to order
<b>Quiz Night (parents social)</b>	October	Evening event - Team quiz held in the school with fish and chip supper.	Collecting money/distributing tickets Booking fish and chips Buying booze / drinks / snacks Helping on night - Setting up/Manning Bar/Selling raffle tickets/Clearing away etc
<b>Christmas Fair</b>	November	2.30pm - 4.00pm in main hall on a Friday near end of term. Stalls (mainly external people) selling various things. Raffle. Money raised by selling stall pitches. Face painting/Raffle. Santa's grotto.	Contacting previous and potential stall holders and filling slots. Set up and clear down Buying grotto gifts, PFA stall items Manning some stalls - face painting/cakes/lucky dip/grotto
<b>Race Night (parents social)</b>	March	Evening event - Team Race night with Hog Roast, Bar & Raffle Held in Main Hall	Collecting money/distributing tickets Ordering Hog roast. Buying booze / drinks / snacks Helping on night - Setting up/Manning Bar/Clearing away
<b>Lido Evening</b>	May/June	Evening hire of Lido for CKIS and CKJS 7.30 - 10pm	Advertising, Tickets, Manning gate
<b>Cake Stalls</b>	Feb, April, May	Parents are asked to contribute cakes on one of 3 days from different years. The children are asked to bring in a small amount of money to buy a cake each. Cake sales are held day before Kids Parties	Manning the cake stall at school in the morning and possibly selling any left-over cakes at pick up time.
<b>Working Parties</b>	Ad Hoc	Providing manpower to school to carry out maintenance/repairs/tidy up on site as requested by School	Organising volunteers Turning up and doing the jobs.
<b>Dad's Curry</b>	Ad Hoc	Evening event local curry house and beer tasting	Organising event, booking venue, buying beer and organising numbers.
<b>Kids Parties</b>	Feb, April, May	Each year group has an after school party with entertainer, games, cake and a drink. Run by PFA in Hall. 4pm-5.30pm	Sorting out tickets. Helping out at the party, giving out drinks, cakes
<b>Sports Days</b>	July	Manning coffee and tea stall at 2 x sports days	Organising urns/cups etc and serving
<b>Parents Evening/Coffee Morning/Uniform sales</b>	Various	Manning coffee and tea stall	Organising urns/cups etc and serving Organising uniform sales at relevant events.
<b>Summer Fair</b>	June / July	The largest event in the PFA calendar, this is held on a Saturday within the school and the playground.	Planning stalls, preparing things to sell on stalls, co-ordinating volunteers to run stalls, buying equipment On the day - manning stalls, setting up and clearing down, etc