St Eugene College P&F Policy & Procedure Manual

1. Procedure for Nominating for Committee positions
All committee positions will be advertised as vacant prior to the AGM.
A list of the committee positions that people can nominate for will be advertised in the College newsletter and on the P&F Website prior to the AGM.

2. P & F Levy
A P&F fundraising levy will be charged to every family at St Eugene College at a rate to be determined by the College Board.
This levy will be collected in the college fees and then passed to the P&F Association by the College. The value of the Fundraising Levy for each school year is known by the Treasurer.

3. Funding requests
The procedures for funding request are as follows:

a. General less than $2,000
   Any funding request must be made in writing on a Funding Request Form and accompanied by documentation. A copy of the Funding Request Form is on the P&F section of the college website and available from the college office.
   Completed Funding Request Forms are to be forwarded to the P & F President, Treasurer or Secretary who will table the Funding Request at the next P & F General meeting.

b. General over $2,000
   Any funding request must be made in writing on a Funding Request Form and must be accompanied by 2 written quotes. A copy of the Funding Request Form is on the P&F section of the college website and available from the college office.
   Completed Funding Request Forms are to be forwarded to the P & F President, Treasurer or Secretary who will table the Funding Request at the next P & F General Meeting.

c. Sporting representatives
   Any funding request must be made in writing on a Funding Request Form. A copy of the Funding Request Form is on the P&F section of the college website and available from the college office.
   St Eugene College P & F will fund sporting requests for Qld School competitions as follows:
   Regional team members maximum of $50.00, State Teams maximum of $100.00 for event held within 150kms or maximum of $150.00 for events held outside 150kms.
   For each school sport, all students will be entitled to receive funding towards one regional and one state competition per annum.
   Subsequent requests will be considered on a case by case basis dependent on available funds.
   Funding requests for any sports other than Qld School teams will not be considered.

d. Academic & cultural pursuits
   Any funding request must be made in writing on a Funding Request Form. A copy of the Funding Request Form is on the P&F section of the college website and available from the website office.
   Events held within the Moreton Bay Region to a maximum of $50.00
Events held outside the Moreton Bay Region to a maximum of $100.00
Subject to assessment of suitability of the event by the P&F, all students will be entitled to receive
funding towards one regional and one outside region academic and cultural pursuit per annum.

4. **Recurring Funding**

Recurring funding items and limits shall be set annually at the AGM.

5. **Fundraising**

   a. Fundraising income is generated by St Eugene College’s share of the annual profits of the Feast Fair.
   b. Fundraising levy
   c. Any surplus income generated throughout the year will be absorbed and included in P&F funds for spending as deemed appropriate
   d. No other fundraising can be undertaken by the P&F Association.
   e. Consideration will be given to supplementing funding of fundraising undertaken by College sporting teams or cultural groups.

   The size of the funding supplementation will be decided on a case by case basis. At the time of the request, other current and future P&F funding obligations together with the amount requested.

6. **Clearing of funds**

At the end of each year any unused monies left in allocated funds will be cleared.

7. **ID Badges**

Each year new committee members are entitled to an ID badge, it is the responsibility of the secretary to order these badges.

8. **P & F mailbox**

   The P & F has a lockable box located in the Dunlea Resource Centre.
   The box is for parents / students to use to deliver notes and money for the P&F. The college uses the box to collect mail from time to time.
   The key is held by the library staff.

9. **P & F Storage**

   a. The P & F has a storage cage in the back of the Junior Sports Equipment Shed, located near the Junior Basketball court.
   b. A key to open the shed must be obtained from college administration office.
   c. Access to the P&F storage facilities shall be at times deemed convenient to the school.
   d. A sign-in/sign-out sheet and a record of date items taken and returned is held at the Administration Office and must be completed by anyone wishing to gain access to the P&F storage cage.
   e. A key for the padlock securing the storage cage is kept with the sign-in/out form and will be issued once the form is completed.

10. **P & F access to the Office area**

   a. Access to the school office shall be at times deemed suitable to the school schedule.
   b. P&F members need to sign in at front office and sign out when leaving.
   c. The President shall hold the P&F access code for the copier in the Dunlea Resource Centre and will make it available to committee members as and when necessary.
11. **Purchase of gifts for staff members**
   
a. P&F will purchase a gift for any departing staff members who have been a part of the college staff for a minimum of 1 year. (Fulltime), or 2 years part-time.
   Value to be determined annually at the AGM
   P & F to determine the most appropriate gift, at the time of purchase.
b. P&F will purchase a gift for departing principals.
   Value to be determined annually at the AGM.
   P & F to determine the most appropriate gift, at the time of purchase.
c. P&F will purchase a gift or card for any departing staff member who leaves the college in under 1 year.
d. P&F may purchase flowers / gift / donation for any death occurring to immediate family member of either staff or college family.
   Value to be determined annually at the AGM.
e. A copy of the Staff Newsletter to be left in the P&F pigeon hole at the Administration Office, to enable the P&F to be aware of relevant information.

12. **USB sticks and Folders**
   
a. Each committee member has a folder detailing their role and when necessary a USB stick containing the relevant documents needed to fulfil their role.
b. Prior to the AGM the folders are to be given to the Secretary to be updated and passed onto new or returning committee members at the AGM.
c. The following committee members have been issued with USB sticks:
   President, Vice President, Secretary, Assistant Secretary, Treasurer, Volunteer Team, Stall Coordinator, Disco Coordinator, Grants Coordinator, PR Coordinator.
d. The USB stick is to be passed onto new committee members.

13. **Reports /Newsletter items from Co-ordinators**
   
a. All committee members are required to submit a written report to the secretary for inclusion in the agenda for circulation prior to each committee meeting.
b. Committee notices for the College newsletter are submitted by the Assistant Secretary and must be received each Sunday.
   Each committee member needs to word their contribution appropriately as the Assistant Secretary is responsible only for compiling the newsletter items, not the wording of these items.

14. **Amendments to Policy and Procedure Manual**
   
The Policy and Procedure Manual may be changed at any General Meeting of the Association as long as:
a. Proposed changes have been notified in the circulated copy of the Agenda prior to the General Meeting and;
b. At which a quorum (refer to the Constitution) is present at that General Meeting.

15. **Archiving**
   
a. P&F archived Secretary and Treasurer documents are stored in the College archive.
b. College administration staff are responsible for the management the archives.
c. Documents to be added to the archive storage area, may be delivered to the administration office at a time convenient to staff.
d. The P&F has a register of documents held in storage. Document is maintained and held by the P&F Secretary.

16. **Delivery Procedure**
If any member of the P&F committee arranges to have deliveries made to the college, that person must:
   a. be available to receive the delivery, or;
   b. arrange for someone to be present at the time of delivery.
   c. College administration staff must be notified of deliveries.