



BUNDANOON PUBLIC SCHOOL
P & C ASSOCIATION

PO BOX 66 BUNDANOON NSW 2578

ABN 78 367 958 201

Policy and Procedure No. 6

Brigadoon

Procedure:

- Book stall with Highland Fair (Brigadoon Committee)
stalls.brigadoon@gmail.com
- Book 6 meter non-powered site (price list attached - \$242)
- We also volunteer to "Man the gates" at Jordan's crossing which is reimbursed by the Brigadoon Committee and adds to fundraising

Including stall car pass and free entry for stall keepers and gate keepers

1. Organise volunteers for stall and gate in 2 hour time slots- see previous years note provided
 - If possible 4x volunteers for the gate from 6-10 am (running money up and down to the pool and collecting more armbands is our responsibility which is difficult without a 4th person)
 - The first volunteers on the gate need to collect aprons, money and armbands/badges from the pool area committee members. This is also where supply of change and armbands/badges are collected throughout the day
 - Every volunteer is required to sign IN and sign OUT of shift at the gate. This is used to tally the volunteer's payment back to the school. Any volunteer working over 6 hours will be provided with a free meal voucher.
 - 2018- Gate volunteers were afforded free entry by the committee
 - As stall holders we were provided with 11 free entry wrist bands- this was passed onto the stall volunteers
2. Organise bakers and buyers of consumable items- Delivery of all items to snack shack by the end of school on the Friday before the event. Bakers are also asked to pre-package their items for sale, bags are provided by the P&C and distributed in the week leading up to the event.

We generally provide an array of Scottish treats such as, tablet, shortbread and Dundee cakes- recipes are uploaded to the P&C Facebook page 1 week prior as suggestions for bakers

Lemonade has been a big seller in previous years- items required: lemon juice, lemons, water and ice (water can be found on site via taps near the back fence)

- 1x box of lemons
- 10x containers of pure lemon juice
- 4x kg of sugar

Hot Chocolate if the weather prediction is cold

Sandwiches- a small selection of plain sandwiches (jam, vegemite and cheese). If snack shack volunteers are able to assist with making all sandwiches this is ideal.

3. Set up stall on Friday afternoon (except for food)- shade tent with sides is secured for the night by zipping up all sides and bringing the roof down slightly. 2x pegs are applied in all poles for wind protection and security
4. Buy Ice Saturday am from Westside Petroleum x 10 bags

Equipment list

From the P&C Shed:

1. Shade tent with sides
2. Tables x 5
3. Blue ½ barrels x 4
4. Drinks container/dispensers
5. Blackboard sign and chalk

From Snack Shack:

1. Cash box and keys- Float is generally \$500 with the following break up

Float for Brigadoon	\$500	1	50	50
		2	40	80
		5	20	100
		10	15	150
		20	6	120
				500

2. Table cloths x 4
3. labels and pens for pricing
4. sandwiches packaging
5. Cups for hot and cold drinks (think 500)

Consumables to buy:

Tea and coffee

Sugar, lemon juice and lemons

- The last 2 volunteers on the gates need to take the aprons, money and remaining armbands/badges to the pool area for the committee
- The last 2 volunteers on the stall should both count the money to provide the team with an amount
- Event concludes at approx. 4-4:15pm, cars for stall pack up are not allowed into the grounds until 5pm

- Email volunteers organiser with bank details for volunteers contribution to be deposited approx. 2-4 weeks post event.

Effective (date):

Written by:

Date for review: 1 year