

WELCOME FROM CAVENDISH ROAD SHS P&C

PLEASE HELP US, HELP YOU

Approved by: P&C Executive
February 2019

Thanks to the generous support and involvement of our parents, carers and wider school community, Cav Road SHS P&C is proud to provide a variety of services (including our Canteen and Uniform shop), events and activities to our students and the school community.

By returning the attached forms we can ensure you are kept informed of our activities and we can contact you if you indicate interest in a particular activity.

Let us know how you would like to contribute

➤ **Complete the attached 2019 Volunteer Information form**

As we do not have access to the school systems, we need this form to allow us to contact you regarding services or events you select. We hope you can find the time to volunteer at least once this year and of course we'd love to see you more often if you can spare the time. In indicating your willingness to assist, please understand that you may be contacted by a member of the P&C to co-ordinate this. Your assistance will be gratefully appreciated and is vital to ensure we can support the best educational outcomes for all our children.

Stay informed

➤ **Become a P&C Member – complete the 2019 P&C Membership Application form**

Attend our monthly meetings held on the 3rd Tuesday of each month at 7pm to hear from our Executive and Principal, Richard Usher regarding current matters of interest and provide your opinion/feedback. Membership is reviewed annually. If you complete and return the attached 2019 P&C Membership Application form prior to the AGM (19th March 2019) you do not need to be present to have your membership accepted. All other meetings you must attend to join. As a member you will receive meeting notifications and updates.

➤ **Join our P&C Executive or working groups**

Please indicate your interest on the volunteer form or email us to have someone contact you to discuss the requirements.

➤ **Follow our Facebook page**

Follow and like the Cavendish Road P&C Facebook page (separate to the main school page). From this page you can request to join our second hand uniform group which allows you to connect with other parents to buy/sell Cav Road uniform items.

If you require any further information, please contact us via an email to pandcsecretary@cavendishroadshs.eq.edu.au. Your emails will be answered as soon as possible however, as we are volunteers and our Convenors are not full-time, you may not receive a response on the same day.

Thank you for helping us to offer the very best for the students of Cavendish Road SHS, we look forward to working with you to make 2019 a great one.

Kind regards

Michael, Kate, Melanie, Ashley, Tricia and Louise
Cav Road SHS P&C Executive

Please return your completed form to the Canteen or Uniform Shop or e-mail to pandcsecretary@cavendishroadshs.eq.edu.au. By indicating your willingness to assist, please understand that you may be contacted when opportunities arise.

You may wish to copy or photograph with your phone prior to returning so you still have access to this information.

STUDENT/S NAME/S: _____	YEAR LEVEL/S: _____
PARENT/CARER 1:	
NAME: SURNAME: PHONE: EMAIL:	
PARENT/CARER 2:	
NAME: SURNAME: PHONE: EMAIL:	

AREA	DESCRIPTION OF ASSISTANCE REQUIRED	I AM INTERESTED IN BEING CONTACTED REGARDING	PARENT 1	PARENT 2
P&C MEETINGS & EXECUTIVE	<ul style="list-style-type: none"> Meetings are held 7pm on the 3rd Tuesday monthly in the Resource Centre. Membership is yearly. Members are emailed an agenda prior. Attendance is not compulsory but is encouraged to allow you to share your opinion on matters raised by the Executive and our Principal. NB: If you return the attached 2019 AGM membership form at or prior to the AGM on Tuesday 19 March, you do not need to be present however all other meetings you must be present to join. 	<input type="checkbox"/> Member – 2019 Membership form to be submitted prior to AGM. <input type="checkbox"/> Executive position – please contact me to discuss requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
WORKING GROUPS	We currently have two working groups that assist at events and support students of: <ul style="list-style-type: none"> CRIMS: Cavendish Road Instrumental Music Support and SEP: Special Education Program With enough support we would also like to introduce working groups for: <ul style="list-style-type: none"> Grants and volunteer co-ordination 	<input type="checkbox"/> CRIMS <input type="checkbox"/> SEP <input type="checkbox"/> Grants <input type="checkbox"/> Volunteer management	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
CANTEEN	<ul style="list-style-type: none"> Opening daily at 8:00am, students can purchase breakfast and pre-order lunch before school. Food and drinks can be purchased over the counter at each break. We also provide catering for school events. You don't need to attend all day, tasks include food prep, stocking, labelling and packaging. NB: Our Canteen was again named in the 2018 Top 10 Qld Canteens 	Convenors: Roberta & Madonna <input type="checkbox"/> Weekly Mon Tues Wed Thurs Fri <input type="checkbox"/> Fortnightly M T W T F <input type="checkbox"/> Monthly M T W T F	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
UNIFORM SHOP	<ul style="list-style-type: none"> The Uniform Shop is open Monday 8.00 – 11.30am and Wed and Fri 8:00 – 9:00am. During these hours we appreciate assistance with serving. After closing tasks include restocking shelves, packing online orders, stock taking, assist sporting academy with uniform distribution. You can also donate any uniforms you no longer require for us to sell with the profit going to the P&C. 	Convenor: Melanie <input type="checkbox"/> Weekly Mon Wed Fri <input type="checkbox"/> Fortnightly Mon Wed Fri <input type="checkbox"/> Monthly Mon Wed Fri <input type="checkbox"/> Donate unwanted uniforms	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
ONE OFF EVENTS	There are a variety of events and social activities held during the year which require volunteers to ensure their success. In the past these events have included: <ul style="list-style-type: none"> ⇒ Parent and/or student information sessions eg Cyber safety, Rebecca Sparrow, ⇒ Year 7 orientation activities, parent morning teas, student BBQ ⇒ School information evenings 	<input type="checkbox"/> Event assistance, eg Set up, pack up <input type="checkbox"/> Ushering, tickets at door <input type="checkbox"/> Catering – serve/set up/pack up (normally provided by canteen) <input type="checkbox"/> Donate/source prizes eg lucky door	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes