Dear Parents

Your assistance with the following areas of our school is much appreciated. Please indicate on the tear off slip attached how you will be able to help with our tuck days and catering for functions during next year. Your assistance in more than one area would be appreciated.

**TUCK**

Tuck days are a service we are pleased to be able to offer in our school. Tuck is held each Monday (or first day of the school week eg. Tuesday following a long weekend) during term time. Parents are expected to contribute in some way. **If we do not have enough volunteers to convene or work we will only be able to run Tuck once a fortnight, instead of weekly in 2017.** We would prefer not to do this. Following are the ways you can assist:

- **Convening:** involves collating the orders, collecting the food from the bakery, making rolls and sandwiches, packing the tuck bags for each class and banking the money. If you have not convened before but are willing to try, you will be rostered on with another convenor who will assist you for your first morning. When you are convening, contact your worker the week before to check in with them and arrange start time with them.

- **Working:** involves coming in and assisting the convenor to pack the hot lunches into the tuck bags and then into class baskets. Your convenor will contact you and let you know what time you are needed.

- **Cooking:** involves providing 2 dozen cakes (no nut products and fairly large please, cakes sell for 50c each) and delivering them to the Learning Centre kitchen first thing on the Monday morning. Cake carriers are available for your use.

**FUNDRAISING - CATERING**

St James Catering is held in high regard in our community. It builds relationships, pride in our school and is our major fundraiser. As stated at the time of enrolling your child/children, it is an expectation that all families will contribute to our fundraising (mainly Catering) in one or more of the following ways:

- **Cooking:** includes cooking or preparing food or providing ingredients. Specific recipes and items are provided. You may have a preference or skill for cooking savoury or sweets (please indicate).

- **Working:** may involve working in the kitchen at a function (heating, serving, plating up, washing dishes, cooking); waitressing; transporting equipment to and from a venue.

- **Donations:** Parents may be asked from time to time to donate food items (ie potatoes) in lieu of cooking.

- **Committee:** may involve receiving enquiries, in consultation prepare and provide quotes, coordinate and delegate cooking and working. To have continuity committee members usually commit for 3 years.

Please fill out and return the tear off slip to the school office as soon as possible.

Thank you for your ongoing assistance and co-operation.

Michelle Miller
Principal
Please return to the school front office as soon as possible.

**TUCK VOLUNTEERS 2017**

I would like to:  
☐  ☐  ☐  
(please tick one or more duty)  
Cook  Work  Convene

Name:  

**CATERING VOLUNTEERS 2017**

I would like to:  
☐  ☐  ☐  
(please tick one or more duty)  
Cook  Preference:  Savoury  Sweet  Work  Join the Committee

Name:  

Please note that your contact details (as collected for our school records) will be given to Tuck and Fundraising Committee members and also the Tuck Convenors and Workers, so they are able to contact you. It is made clear that these details are only to be used for this purpose. Please indicate on this slip if you prefer your contact details are not shared.

Thank you.