

How to organise a
**BBQ/
SAUSAGE
SIZZLE**

HOW TO ORGANISE A BBQ/SAUSAGE SIZZLE

This step-by-step guide is designed to assist you when planning a BBQ/Sausage Sizzle and is specific to P&Cs in Queensland. Information within this guide may be subject to change.

STEP 1 - CONSULT YOUR FUNDRAISING CALENDER

It is recommended that proposed fundraising calendars are written prior to the beginning of each year so they can be approved by the committee at your first general meeting of the year. The P&C committee can prepare the calendar under consultation with a representative from school management (most schools have prepared their next year's annual calendar by Term 4 or by day 8 of Term 1). Take care to ensure P&C events are evenly spread out to avoid volunteer fatigue and do not clash with school events – no parent wants to receive notes for a raffle, free dress day and school photo's all on the same day!

STEP 2 - PRESENT A MOTION

BBQs need to be planned well in advance and once you have confirmed the date(s) in the calendar, the Executive team or Fundraising Coordinator can then present a motion for approval to proceed with the planning of the fundraiser. This motion can be presented at a **General Meeting** or at a **Special Meeting** held specifically for this purpose:

*"I move that the P&C hold a BBQ with the funds raised earmarked *purpose*. BBQ date/time: xxx. Location: school oval during fete/Bunnings/xxx. Sausage Price: \$x. Drink price: \$x. Pre-approval granted for up to \$xxx of P&C funds to purchase BBQ supplies. Float of \$xxx to be withdrawn from the bank prior to the event. The lead organiser/contact for this disco is Joe Bloggs."*

STEP 3 – PLANNING YOUR BBQ

Now you have approval, and your budget is in place, start planning your BBQ! Below is a basic checklist to help you plan your event:

✓	Stall planning checklist	Examples/Suggestions
	WHY? – what is the aim of this event? E.g. if it's a Sports Day BBQ it may be aimed at community engagement, where as an Election Day BBQ might be focused on fundraising.	<ul style="list-style-type: none"> • Fundraising – the aim is to maximise fundraising income outcomes from this event • Community engagement – the aim is to offer a memorable experience for the students &/or families (event must break even/cover costs) • Fundraising/Community engagement – the aim is to make some fundraising profit however focus will mostly be on creating an accessible BBQ
	WHERE? - where your disco will be held – consider the safety requirements of a hot BBQ and	<ul style="list-style-type: none"> • School hall kitchen (sales and service of cooked product, storage of raw food)

	gas bottles, but also cold storage of raw food.	<ul style="list-style-type: none"> • Marquee outdoors (cooking only away from students/public, or cooking and service all under 1 marquee)
	WHEN? - decide when you will hold the BBQ & it's duration (breakfast/lunch – hours of service?).	<ul style="list-style-type: none"> • during lunch breaks • during class time, e.g. end of year celebration day, sports day) • at event after school, e.g. community movie night, disco • breakfast, e.g. special bacon & egg breaky deal • all day e.g. Bunnings or Election Day BBQ
	HOW? - how will your BBQ accept payment?	<ul style="list-style-type: none"> • Cash/EFTPOS sales • EFTPOS only • Pre-sale via online ordering platform (for student only sales on school site)
	WHO? – who is required to access BBQ equipment and school buildings?	<ul style="list-style-type: none"> • During school time, the grounds keeper might be involved with unlocking storage areas to allow access to BBQ & kitchen equipment (this will require approval from the site manager and clear communication to all parties) • If outside of school hours, will a school staff member assist with access or will a P&C representative be provided keys and alarm codes to allow independent access?
	WHAT? - what equipment will you need for your BBQ?	<ul style="list-style-type: none"> • Trestle tables • Marquee • BBQ/Gas bottles • Tongs/trays/oil/napkins • Refrigerator/Esky • Signage/Price tags • Cash Tin with float/EFTPOS facilities (if needed) • Pens/Markers • Products for sale (sausages, bread, onion, bacon, egg, cheese, sauce, etc)

STEP 4 – BOOK THE VENUE & NOTIFY YOUR INSURER (IF APPLICABLE)

If your BBQ is being held on school site, you will need to book the location/date/time with the School's Business Manager or Facilities Manager. Ask whether a member of staff will be present on the day of the event to assist with access to BBQ equipment and school buildings, or if a member of the P&C will need to sign out keys and learn passwords.

If your BBQ is being held off-site, then you will need to complete an Activity Declaration & Certificate of Currency for our insurance broker Willis to assess. For this purpose, the P&C will need to detail

the time, date, location and activity details and list the name of the interested party (e.g. Bunnings XXX). Both forms are available on the [Insurance page of our website](#). You can share supporting information about your event and ask any insurance related questions by contacting Willis – pandcsqld@wtwco.com.

For insurance purposes, it is important to keep a volunteer sign on sheet showing the name, contact details, blue card declaration, start/finish time and activities/tasks completed, see example in **Appendix A – Volunteer Sign-on Register**.

STEP 5 - FOOD SAFETY

[Queensland Health’s Food Safety for Fundraising Events](#) details everything about running a food-based fundraiser including licencing, water, waste, food storage and serving temperatures, etc. It’s important to share this document with your volunteers to ensure that everyone is aware of expectations – particularly in regard to personal hygiene and food handling.

If you are doing a hybrid event and combining the BBQ with a Bake Sale (this a great money-spinner for Election Day in particular), ask that all home bakers read and adhere to the Food Safety for Fundraising Events document too.

For BBQs where students are the main audience, consider the [Department of Education’s Smart Choices Strategy](#) when selecting options as “Red – occasional” foods and drinks should be available on **no more than two** occasions per term.

STEP 6 – RISK MANAGEMENT PLAN

Create a risk management plan that highlights all potential risks and the control strategies that you will have in place to minimise them, see example in **Appendix B -Risk Management Plan**. If your BBQ is on school site, the P&C may be able to utilise the school’s risk assessment as a source of information, particularly for established evacuation procedures & routes. Creating a mud map of how the event will be set up can be a helpful visual tool to attach to the risk management plan, see an example in **Appendix C – Example BBQ Mud Map**.

STEP 7 - SOURCING SUPPLIES

If your P&C has previously held a BBQ, use the event summary (or information from those involved) as an ordering guide to work out estimated stock levels, then create a list of the supplies and quantities needed. The P&C may order supplies from the usual tuckshop supplier, or purchase/seek donations from local businesses. If seeking donations, use a formal request letter on a P&C Letterhead and be specific about what you need, see example in **Appendix D – Donation Request Letter**. If the local business cannot donate the items in full, they may agree to a heavy discount to support the P&C’s fundraising efforts, while larger supermarket chains may be able to offer a gift voucher to be spent in store.

See **Appendix E - BBQ Supplies Checklist** for a list of items to get you started.

STEP 8 – PRICING YOUR PRODUCT

Set realistic price points of each item ensuring that you cover the cost of expenses (food/drink/supplies) but remain affordable. Print price lists for customer display and a quick price calculation chart for servers, see example in **Appendix F – Price Calculation Chart**.

Remember, there's a fundraiser within a fundraiser when you are selling drinks in marked containers! Put in a collection point so that the P&C can recycle bottles and cans after the BBQ, to receive a further 10c per container for the P&C.

STEP 9 – ADVERTISING YOUR BBQ

Design a modern and bright graphic/artwork that can be used across all advertising platforms - flyers, notes to parents, posters for display around the school, social media posts (Facebook), school newsletter and the school's outdoor electronic sign. Keep it simple with all the important details, easy to see and read. The uniformity of using one design across all mediums will help remind parents about the upcoming event.

There are lots of free online graphic design websites that help you to create eye catching advertising content with user-friendly templates. If you are unsure of which sites to use, we have had some great suggestions on our P&Cs Qld State Discussion Group on Facebook for some advertising ideas and examples. See **Appendix G – Advertising Poster Example**.

We recommend sending flyers and notes home with the youngest child in each family as parents are more likely to check their bags.

STEP 10 – CALLING ALL VOLUNTEERS

When you put the call out for volunteers, be clear on what tasks you will need them to complete and for how long - people are more willing to put their hand up if they know what to expect! We recommend creating a "volunteer roster" that breaks down each task into time blocks – there are free online volunteer sign-up programs, or you can create an Excel spreadsheet. See some example role descriptions in **Appendix H - Volunteer Role Descriptions**. Roles might include:

- pick up of supplies
- BBQ/ marquee/table set up
- BBQ supervisor
- BBQ cook
- orders/cash handler/ drinks server
- collect/food server
- BBQ clean/site pack up (see **Appendix I – Cleaning Schedule**)
- two-to-count takings/3rd to bank

Once you have the "roster" ready to go, share with your school families via social media, email, or a note home. Don't forget to refer to your responses from your 'just one thing' campaign (if this is something you use - *for more information on the campaign search 'just one thing' on the P&Cs Qld State Discussion Group on Facebook*). You can also talk to parents directly to gain interest.

See example notes home to families and school staff in **Appendix J & Appendix K**. Discuss how notes will be distributed with your school admin team:

- Can the P&C place notes in pigeonholes for teachers to distribute to families?

- Will there be a note for every child, or will it be sent home with the youngest child in each family (parents/guardians are more likely to check the younger one's bags and find the note)?
- Can the P&C put out the call for volunteers in the School Newsletter?

STEP 11 – NEWSLETTER & SOCIAL MEDIA ANNOUNCEMENTS

Spread the word about your upcoming BBQ Fundraiser using as many medias possible:

- School newsletter
- School Website “events calendar”
- Facebook (school & P&C pages)
- Local community group pages on social media
- School news app (Class DOJO, etc)

STEP 12 – CASH COUNT & STOCKTAKE

If you accepted cash payments at the BBQ, you must now count the float and prepare funds for banking, see **Appendix L - Banking Totals Template**. Floats should be banked separate to the daily takings - *please refer to the Accounting Manual for information on banking procedures*.

Conduct a stock take of leftover items and safely store them away for future fundraising events.

STEP 13 – POST-EVENT SUMMARY

Compiling a report summarising how the event went and recommendations for next time is vital to the P&C's continued success and ensures that the next BBQ Coordinator can use previous experience and knowledge rather than ‘reinventing the wheel’. Take time to meet with your volunteers and debrief on how it went, record notes about positive feedback about the BBQ and suggested improvements for next time. Include the stock take from Step 12, and together this information becomes an Event Summary that can be stored in your P&C files and referred to for future events.

Present the Event Summary at the next scheduled General Meeting. See example in **Appendix M – Event Summary**.

STEP 14 – THANK YOUR VOLUNTEERS & SPONSORS

While it's important to personally thank each volunteer volunteers for contributing their time to help whilst face-to-face at the BBQ, we recommend following this up with a more public acknowledgement. Any businesses who sponsored the event by way of donations or discounts should also be acknowledged.

You could thank your volunteers & sponsors directly via email, and also publicly via the school newsletter and/or social media. While a P&C cannot advertise or endorse a business, you could recognise their support of the fundraiser by way of a printed Certificate of Appreciation for their shop window or wall, see template in **Appendix N – Certificate of Appreciation**.

STEP 15 – PROMOTE YOUR EVENT OUTCOMES

As the funds raised at P&C events are earmarked for a particular purpose, it's important to discuss the project outcomes after your event so that the community who participated/donated have an ongoing connection with the P&C's contributions to the school.

Share a "status update" post-event such as:

- Thanks to the Example State School community for purchasing a "Democracy Sausage" this Election Day. With your support the P&C has just donated the \$3,000 raised at this event to purchase new readers for the library. Our Librarian Mrs Smith will place the order to ensure our students get exactly what they need – happy reading everyone!
- Thanks to our energetic school community running past to grab a sausage on Sports Day, our P&C has added another \$3,000 towards our ongoing project to install industrial fans in the school hall. This brings our total to \$18,000 of the \$35,000 required – our goal is to have the fans installed over the summer break next year!

***Restricted Employment Exemption Declaration**

Restricted employment allows a person to work or volunteer with children without needing to hold a blue card in certain situations. Significant penalties apply to:

- organisations who engage a restricted person in restricted employment
- individuals who are in restricted employment as a restricted person.

An individual may be exempt from needing a blue card if they are:

- a parent, volunteering for an activity that involves their own child (for this purpose, a parent of a child currently attending the school for which the volunteering activity is taking place and the child is also involved in the activity)
- a volunteer under 18 years of age
- a volunteer working less than 7 days this calendar year and will/have not engage in any child-related work (paid or unpaid)
- a person with a disability who is employed at a place where they receive disability services or NDIS supports or services
- a secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a blue card.

Restricted Person Declaration

A restricted person is:

- a disqualified person
 - A person convicted of a disqualifying offence – regardless of the penalty and when and where it occurred. Some examples include:
 - Sexual conduct with a child
 - Child exploitation material offences
 - Rape or other serious sexual offences (child or adult)
 - Murder
 - Choking, suffocation or strangulation in a domestic setting
 - A reportable offender under the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004
 - The subject of an offender prohibition order under the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004
- a person who has been charged with a disqualifying offence and the matter has not yet been finalised
- a suspended blue or exemption card holder
- a negative notice holder
- the subject of an adverse interstate Working with Children Check decision that is in effect.

If answering “No, I am not a restricted person” please note that if you become a restricted person (which would change the answer to “Yes”), **you must immediately stop child-related work or volunteering with children.**

Standards of Behaviour Fact Sheet

The following tables include, but are not limited to, the specific standards of behaviour in relation to working closely with students in any situation:

Appropriate and Inappropriate Language	
Do	<p>Communicate, both verbally and non-verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students</p> <p>Use encouraging, positive words and pleasant tone of voice</p> <p>Display and encourage honest and open communication</p> <p>Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities</p> <p>Ensure both verbal and non-verbal communication are non-abusive or bullying</p> <p>When possible, frame communication from the positive perspective in interactions with students</p>
Don't	<p>Become involved in inappropriate conversations of a sexual nature or make sexually suggestive comments or jokes</p> <p>Use language that could be offensive to another, including swearing, harsh tones, racial comments or jokes, criticism, insults, yelling and bullying</p> <p>Personally correspond (including email, social media and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students</p>
Behaviour Management Strategies	
Do	<p>Establish clear guidelines for staff and volunteers about managing challenging behaviours of children</p> <p>List typical situations and provide solutions on how to respond and manage, include a warning system and escalation process</p> <p>Ensure that children are aware of the behaviour expectations for the activity</p>
Don't	<p>React in a negative manner, remembering that we communicate both verbally and non-verbally</p>
Relationships with Students	
Do	<p>Behave in a way which models and demonstrates respect for the rights, interests and wellbeing of all students</p> <p>Dress appropriately while working with children and young people, in a way that models respect for the students</p> <p>Establish if employees are allowed to conduct business such as private child-minding outside of the P&C environment</p>
Don't	<p>Spend inappropriate time with a student</p> <p>Inappropriately give gifts to a student</p> <p>Show special favours to a student</p>

	<p>Expose student to sexual behaviour of others, including displays of pornography</p> <p>Persuade a student that a 'special' relationship exists</p>
Supervision of children and young people	
Do	<p>Ensure staffing/supervision ratios are adequate to limit opportunities for unsupervised access to children</p> <p>Have procedures for drop off and collection of children</p> <p>Communicate to parents and guardians if they are required to stay during activities to supervise their child</p>
Don't	<p>Be one-on-one with a child without being visible to others at all times</p> <p>Allow children to be collected by a parent who is violent or intoxicated</p>
Physical contact with children and young people	
Do	<p>Respect the personal space of students and limit physical contact generally</p> <p>Limit hugging when initiated by students by changing from a frontal hug to arm around the shoulder of students</p> <p>Limit hugging when initiated by students by sitting on the floor with student next to you</p> <p>Document when first aid is provided and explain to the student the type of contact beforehand</p>
Don't	<p>Hit, kick, slap or push a student</p> <p>Allow students to sit on your lap</p> <p>Touch parts of a student's body usually covered by a swimming costume</p> <p>Change nappies or engage in toileting practises</p>
Transportation of Children and Young People (may relate to OSHC - Vacation Care)	
Do	<p>Seek parental consent</p> <p>Ensure drivers are licensed and vehicles are registered & insured</p> <p>Ensure child restraints/car seats are available as required</p>
Don't	<p>Allow transport in personal vehicles</p> <p>Travel one-on-one with a child or young person</p>
Change Room and Toilets	
Do	<p>Check the toilet area before the child enters and then stand in the entrance</p> <p>Ask children to travel to the toilet in pairs</p>
Don't	<p>Enter a change room or toilet area without announcing first, do not be in the change room or toilet with children without another person present</p>
Health and Safety	
Do	<p>Monitor children's need for sleep and rest, identify fatigue and exhaustion</p> <p>Obtain hygiene products, if needed</p>

	<p>Provide a sun safe environment – implement a sunscreen policy, monitor heat exhaustion, heat stroke and dehydration</p> <p>Monitor water safety – maintain ratios for children in the water, provide flotation devices, ensure CPR signage and training, maintain children’s privacy when changing</p> <p>Regularly safety check premises and equipment – check fences, playgrounds and sports equipment</p> <p>Establish and practice clear emergency and evacuation procedures</p>
Don’t	Ignore an identified risk which could put a child or young person at risk
Management of Illness and Injury	
Do	<p>Outline how first aid will be administered – by whom, what level certification is required, what equipment will be used, how will the incident be recorded and where are incident reports stored</p> <p>Establish procedures to deal with infectious diseases and allergic reactions</p> <p>Maintain confidential records of known medical conditions of children and their management plan</p>
Don’t	Provide illness or injury management above your skill/knowledge level, call for assistance
Organisational Behaviour Standards	
Do	<p>Establish policies that meet the requirements of the Human Rights Act 2019</p> <p>Create guidelines that outline the behaviours that constitute bullying, discrimination and sexual harassment</p> <p>Establish policies that outline the P&C’s culture of inclusivity and protection of all children</p> <p>Document what actions will be taken by your P&C following an incident – how will it be investigated and recorded</p>
Don’t	Act in a manner that would be considered inappropriate
Culturally Inclusive Practices	
Do	<p>Create a culturally safe environment</p> <p>Reflect on cultural safety and invite collaboration</p> <p>Ensure your organisation is committed to respect and include Aboriginal and Torres Strait Islander people’s particular cultural rights, as outlined in the Human Rights Act 2019 (section 28)</p>
Don’t	Act in a manner that would be culturally disrespectful
Photography	
Do	<p>Only photograph children for official purposes</p> <p>Limit the use of identifying information with a child’s photograph</p> <p>Establish guidelines for how photographs are stored, for how long and who has access</p> <p>Document appropriate publication of photographs</p>
Don’t	<p>Photograph or video a student without parental consent</p> <p>Share or privately post photographs or video of children or young people within your care</p>

Technology and Social Media	
Do	<p>Establish clear rules for using technology within the P&C environment- mobile phones, computers, portable devices, including live streaming</p> <p>Establish communication standards of behaviour to ensure volunteers and employees understand that how they conduct themselves on both public and private social media platforms can impact the P&C if they are identified as connected to the association</p> <p>Provide ongoing training on recognising the effects of social media and the mental health changes in children and young people</p> <p>Provide information on safe online practices for children and young people for parents</p>
Don't	<p>Share photographs, video or identifiable content without express permission</p> <p>Engage or allow cyberbullying – recognise, report and respond</p> <p>Connect with children and young people on social media platforms, including direct messaging and sending/accepting friend requests</p>
Substance use including Tobacco, Vaping, Alcohol, Drugs and Medications	
Do	<p>Establish and adhere to policies to ensure that staff/volunteers are not intoxicated or under the influence of drugs, including prescription medication, which may impair their ability to care for children</p> <p>Establish and adhere to policies regarding the consumption of alcohol and smoking/vaping at child-related events/activities, e.g. at P&C businesses, fundraising activities</p> <p>Safely store and administer medications as per documented parent-approved process, cross-check labels and supervise closely</p>
Don't	<p>Attend volunteer/employee shifts whilst impaired through the use of alcohol, drugs or prescription medication</p>
Visitors and Spectators	
Do	<p>Sign in and supervise visitors and spectators, ensuring that they are aware of and agree to these Standards of Behaviour</p> <p>Establish clear expectations of what is considered appropriate and inappropriate behaviour by parents/family members attending P&C businesses or participating in P&C activities/events, and have set consequences for a breach in behaviour standards (e.g. the person will be asked to leave the event)</p>
Don't	<p>Allow visitors and spectators direct access to children and young people</p>
Confidentiality and Privacy	
Do	<p>Use secure storage for confidential information, e.g. locked filing cabinets or secure network folders or apps</p> <p>Establish clear guidelines on who can access confidential information</p> <p>Consult the Record Retention Schedule to understand timeframes for the storage/destruction of information</p>

	Establish policies around what information may be provided to internal and external stakeholders on request and who can action/provide commentary on this
Don't	Share confidential information learned in your time as a P&C volunteer/employee

APPENDIX B – RISK MANAGEMENT PLAN

This document, when completed will provide you and other stakeholders with the information necessary to run a safe and successful event. All sections marked with an asterisk (*) are mandatory and must be completed. If a section of this form is not applicable to your event, enter NOT APPLICABLE.

If this is your first time compiling an Event Risk Management Plan, this process will give you the opportunity to document all aspects of your event. If this has been done before, then information can be copied from previous years provided it is still relevant, however all controls must be reassessed.

Event Information

Name of Event:*	<EXAMPLE> BBQ		
Organisation/Hirer:*			
Location of Event, e.g. school hall & oval or if off-site provide full address including building/park name, street name & number, suburb, state, postcode:*			
Provide a description of the event including the type of activities and entertainment:*			
<BBQ TO ENGAGE WITH THE FAMILIES ATTENDING SPORTS DAY, INCLUDES SALE OF SNAGS, DRINKS, ICEBLOCKS>			
<BBQ TO FUNDRAISE FOR XYZ PROJECT AT ELECTION DAY POLLING BOOTH, INCLUDES SALE OF BACON & EGG ROLLS, SNAGS, DRINKS, BAKE SALE>			
Date of event:*			
Event start time:*		Event finish time:*	
Bump in (set up) will commence at:*	Time:		Date:
Bump out (pack up) will conclude at:*	Time:		Date:
Estimated number of attendees:*			

Target audience, e.g. students, school families & wider community:	
Main objective, e.g. fundraising, community engagement:	

Examples of Hazards, Risks and Controls

The following table provides Event Organisers with examples of hazards / risks and corresponding control strategies that may be put in place for their event.

This list is not exhaustive. As an Event Organiser, you should use these examples as a starting point in the risk assessment process. Discussion should then take place with other people involved in planning and delivering the event to identify other relevant hazards specific to the nature of your event.

Hazard / Source	Example Risks	Example Controls
Insurance	<ul style="list-style-type: none"> ↘ Inadequate cover *NOTE: additional cover is not the only control strategy that should be used, P&Cs also need to review and reduce the risk of each hazard/source 	<ul style="list-style-type: none"> ↘ Ensure that the P&C has paid the Annual Renewal for this year (renewal period is 1 March – 1 March) ↘ Complete an Activity Declaration form and submit it to Willis – pandcsqld@wtwco.com – for an activity review or to request additional 96-hour event cover ↘ For certain activities such as markets or high-risk activities additional one-off cover may be required ↘ Assess the standard policy inclusions to review whether the P&C's current General Property cover is enough to insure all stock and assets of the P&C
Persons unfamiliar with the venue, event or co-workers	<ul style="list-style-type: none"> ↘ Hazards not known ↘ Slower reaction in an emergency ↘ Consider Work Health and Safety of volunteers, employees and contractors – both 	<ul style="list-style-type: none"> ↘ Check with Site Manager (Principal on school site) for known hazards and any past incidents ↘ Check with people who have held the event in the past and/or past event debriefs

Hazard / Source	Example Risks	Example Controls
	<p>physical and psychological/stress fatigue</p> <ul style="list-style-type: none"> ↳ Does the volunteer/employee/contractor hold a valid Blue Card? ↳ Inappropriate volunteer behaviour 	<ul style="list-style-type: none"> ↳ Communicate safety procedures to all stakeholders, including emergency procedures ↳ Establish coordination / communication systems – internal chain for reporting between volunteers/employees and their direct supervisor up to event organiser – who to contact and how (e.g. meetings, email/sms groups, names and photos of key people on noticeboards) ↳ Provide identifying badges or clothes for workers, high visibility workwear if required ↳ Conduct appropriate site specific and task specific induction & training for all event personnel (employees, volunteers and contractors), event procedures, identified hazards and their associated risk & controls (and who to contact if they change or if a new hazard/risk is identified) ↳ All employees and volunteers to sign in & out using the Volunteer Register including the Declarations & Standards of Behaviour fact sheet. Please ensure that all volunteers & employees list their blue card number (if applicable) and declaration, contact details, role/task for the event and sign in & out times. ↳ Incident reporting forms and register on site in an established location at all times during event ↳ Monitor the behaviour and conduct of volunteers and employees (especially those new to the P&C) to ensure that they are representing the P&C professionally so that they do

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> not damage the Association's reputation or the event's mission
Cooking, candles, naked flame, hot surfaces	<ul style="list-style-type: none"> ↳ Burn injury ↳ Fire to start and be uncontrollable 	<ul style="list-style-type: none"> ↳ Have dry chemical extinguishers and blankets at all risk areas ↳ Access routes for emergency vehicles to be made available through event areas ↳ BBQs to be guarded and out of public reach and fire contained so it can't blow onto public ↳ All hot surfaces and naked flame to be out of reach of public
Slip, Trip, Fall and Knock	<ul style="list-style-type: none"> ↳ Bodily injury to volunteers, employees, contractors, vendors, patrons, etc 	<ul style="list-style-type: none"> ↳ Serious trip and fall hazards identified at site visit prior to event and removed or treated to prevent injury, e.g. divots, uneven ground, etc ↳ Volunteer/employee site safety induction ↳ Cables installed overhead where possible ↳ Rubber mats and cable traps over cables on ground ↳ Barriers placed around protruding equipment ↳ Changes in height and edges highlighted or barricaded ↳ Slippery surfaces treated or isolated ↳ Additional lighting in dark areas ↳ Spills isolated then cleaned by crews as soon as reported ↳ Pathways and thoroughfares kept free of trip hazards ↳ Signage displayed where necessary ↳ Induction training for inexperienced volunteers/employees, e.g. putting up a marquee for the first time (risk of pinching skin as poles move or marquee taking flight in high winds)
Weather	<ul style="list-style-type: none"> ↳ Heat stress ↳ Flooding ↳ Fire ↳ High Wind ↳ Lightning ↳ Falling trees or debris ↳ Excessive sun exposure 	<ul style="list-style-type: none"> ↳ Set up electrical equipment so it is not exposed to rain or flooding (consider marquee where appropriate) ↳ Determine contingency plans if there is a fire ban (e.g. cancel with appropriate communication,

Hazard / Source	Example Risks	Example Controls
		<p>continue with written permission from fire authority)</p> <ul style="list-style-type: none"> ✎ Monitor weather forecast and determine pre-event action if certain weather events occur or are likely via the Australian Bureau of Meteorology website ✎ Provide shelter from sun and rain ✎ Provide drinking water for patrons and workers ✎ Provide weather appropriate clothing for workers, e.g. hats, long sleeve shirts, poncho, sunscreen, etc, and adequate breaks (relief from sun exposure) ✎ Hold the event at a time that will minimise risk of weather impact ✎ Avoid placing activities near trees ✎ An extreme weather contingency has been planned (i.e. cancellation, postponement, venue change, etc) have a refund policy for pre-sold items ✎ Ensure all items are secured
Security	<ul style="list-style-type: none"> ✎ Disturbance or poor behaviour ✎ Misappropriation or fraud ✎ Theft 	<ul style="list-style-type: none"> ✎ Inform local police and emergency services (if relevant) of the event ✎ Consider volunteer, employee or contractor security personnel during the event ✎ Consider safe storage of cash, e.g. locked cash tin, locked office or safe. As per Accounting Manual, two to count cash and record on a cash count sheet for each activity, third person to bank. ✎ Adequate lighting and roaming supervision
Live electrical wires or faulty equipment	<ul style="list-style-type: none"> ✎ Electrocution hazard to patrons or performers ✎ Unauthorised persons access electrical fittings ✎ Contact with overhead wires 	<ul style="list-style-type: none"> ✎ Identify and communicate locations of overhead wires ✎ All installations to be carried out by qualified electrical contractors ✎ All portable electrical equipment/tools/appliances, leads and power boards to be tested and tagged ✎ All electric's to be installed in accordance with appropriate regulations and operated as per usage instructions

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> ⌵ Temporary installations to run overhead where possible ⌵ No daisy chaining of extension cords and power boards ⌵ Lead connections to be protected from the weather or other liquids ⌵ All leads secured - rubber mats and cable traps over cables on ground ⌵ Generators, if used, safely positioned away from patrons and access to the area restricted
Manual Handling	<ul style="list-style-type: none"> ⌵ Sprains, strains, etc 	<ul style="list-style-type: none"> ⌵ Minimise movement of material ⌵ Provide loading/unloading areas as close to final location of material as possible ⌵ Provide mechanical aides (e.g. forklift, trolley) ⌵ Provide sufficient people and time to carry out tasks
Evacuation areas	<ul style="list-style-type: none"> ⌵ Insufficient safe areas / evacuation zones 	<ul style="list-style-type: none"> ⌵ Event Organiser to provide site map including evacuation routes and assembly point to all volunteers/ employees ⌵ Communicate who to contact and preferred method of contact if an emergency occurs and evacuation is required – who will call emergency services, who will call event organisers to announce evacuation
Lighting	<ul style="list-style-type: none"> ⌵ Poor visibility 	<ul style="list-style-type: none"> ⌵ Hire lighting towers to adequately light areas, particularly for dusk and evening events
Medical	<ul style="list-style-type: none"> ⌵ Access to immediate first aid supplies 	<ul style="list-style-type: none"> ⌵ First Aid kit onsite for duration of event, ensure it's in an accessible and central location ⌵ Emergency contact numbers held by Event team, note the location of the nearest hospital
Amenities	<ul style="list-style-type: none"> ⌵ Insufficient amenities 	<ul style="list-style-type: none"> ⌵ Supply of sufficient number of toilets and hand washing facilities for expected number of patrons/attendees ⌵ Clearly signed amenities and information about nearby alternative toilets ⌵ Cleaner contracted to clean and maintain toilets

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> ↳ Accessible toilets provided for people with limited mobility or disabilities ↳ Adequate drinking water available for attendees
Waste	<ul style="list-style-type: none"> ↳ Insufficient waste disposal provisions 	<ul style="list-style-type: none"> ↳ Adequate quantity of bins placed throughout event, consider waste, recycling and 10c container options with clear signage – contact your local council who may be able to provide additional bins for the event ↳ Site clean-up plan for after event and post-event bin collection arranged
Food	<ul style="list-style-type: none"> ↳ Food poisoning ↳ Lack of food available ↳ Lack of running water & power ↳ Hygiene of food preparation and service area & volunteers/employees ↳ Allergy ↳ Fire ↳ Licencing/permits 	<ul style="list-style-type: none"> ↳ Adequate refrigeration / cooling for event requirements (fridge or esky with ice - maintain appropriate temperature). Only remove the food to be immediately cooked, all uncooked food remains in refrigeration ↳ Adequate hand washing facilities have been provided ↳ Preparing and serving food in accordance with hygienic food handling procedures, e.g. suitable handling/prep, heating, cooling, storage, hand washing particularly when moving from raw foods to ready to eat foods, plastic gloves, clothing, hair tied back, cuts covered, not volunteering/working if there has been illness in the last 48hrs, etc ↳ Purchase food to be used within use-by dates ↳ Food must be protected from contamination by customers, dust, fumes, debris, bird droppings and insects by using plastic wrap or alfoil. Consider using a marquee outside. Ensure food is at least 150mm off ground ↳ Separate chopping boards for preparing meat and salads ↳ Separate utensils for cooked and raw meats ↳ The person responsible for overseeing food safety must ensure

Hazard / Source	Example Risks	Example Controls
		<p>that all volunteers (including home bakers) have read Queensland Health's Food Safety for Fundraising Events</p> <ul style="list-style-type: none"> ✎ Home bakers must provide a full ingredient list for all products, with suggested storage instructions and use by date ✎ Ensure that cooking device is not overloaded and that all food items are cooked thoroughly & served steaming hot. ✎ Serve food immediately after cooking, do not re-heat food, dispose of all left-over food unless refrigeration equipment can rapidly cool the food ✎ Access to dry chemical extinguishers and blankets at all risk areas ✎ BBQs, hot surfaces and naked flames to be guarded and out of public reach. Naked flame to be contained so it cannot blow onto public ✎ If the P&C is preparing food away from school site, they may require a food licence/permit
<p>BBQ Equipment – Gas BBQ</p>	<ul style="list-style-type: none"> ✎ Contaminated BBQ plate (food poisoning) ✎ Gas bottle damaged, out of data, faulty connection, faulty pipes, faulty taps (physical injury and burns, gas leaks, fire, explosion) ✎ Wind ✎ Maintenance and operation of equipment 	<ul style="list-style-type: none"> ✎ Inspect hot plate and if required clean prior to use ✎ Visual inspection of the BBQ, gas pipes and gas cylinder prior to connecting gas/use. BBQ not to be used if it is believed to be damaged ✎ Check that the gas cylinder is in good condition and that it is within its test period for use (testing is required every 10 years in QLD) ✎ Check that gas bottle taps are working correctly and turned off prior to connecting the gas bottle to the BBQ ✎ Gas must be turned off immediately if there is a suspected gas leak. Check that there a gas fuse safety cut off device ✎ BBQ is located away from combustibles and air intake areas ✎ Check the wind direction (dust will contaminate food and wind can

Hazard / Source	Example Risks	Example Controls
		<p>affect BBQ operation) and weather before starting the BBQ. Do not use the BBQ if there is risk of fire due to wind direction or high fire rating</p> <ul style="list-style-type: none"> ↘ Fire extinguishers are nearby and an immediate & continuous source of running water in case of fire ↘ All volunteers/staff understand the emergency procedures for fire ↘ BBQ is operated in an open-air environment free of vehicle and pedestrian traffic ↘ No smoking near a BBQ ↘ All combustible material banned from being within 2 meters of BBQ ↘ Never leave the BBQ unattended
BBQ Equipment – Electric BBQ	<ul style="list-style-type: none"> ↘ Contaminated BBQ plate (food poisoning) ↘ Faulty electrical wiring ↘ Electric shock (physical injury) 	<ul style="list-style-type: none"> ↘ Inspect hot plate and if required clean prior to use ↘ Inspect BBQ prior to the event. BBQ not to be used if it is believed to be damaged ↘ BBQ connected to fixed electrical supply. See “Live electrical wires or faulty equipment” hazard controls re: electrical leads, etc ↘ Electrical connections are inspected and Test & Tagged once a year ↘ All combustible material banned from being within 2 meters of BBQ ↘ Never leave the BBQ unattended
Packing up BBQ	<ul style="list-style-type: none"> ↘ Disconnecting the gas/electricity (explosion, fire, physical injury or burn) ↘ Cleaning the BBQ ↘ Moving the BBQ 	<ul style="list-style-type: none"> ↘ Turn off gas/electrical cord before disconnecting ↘ Ensure not to touch hot surfaces ↘ Allow BBQ to cool before cleaning and moving it ↘ See “Manual Handling” hazard controls re: moving the BBQ safely

Risk Assessment *All columns MUST be completed

1. Hazard / Source* <i>List individual tasks or activities</i>	2. Risks * <i>Identify the potential risks associated with each task / activity.</i>	3. Risk Rating* <i>Before Controls</i> - Low - Medium - High - Extreme	4. Risk Controls * <i>Controls to address identified risks</i>	5. Risk Rating * <i>After Controls</i> - Low - Medium - High - Extreme	6. Responsibility * <i>Name of person responsible for implementing risk controls</i>
<i>Example: Food</i>	<i>Food poisoning</i>	<i>Medium</i>	<ul style="list-style-type: none"> • <i>Adequate refrigeration / cooling for the requirements</i> • <i>Adequate hand washing facilities have been provided</i> • <i>Food is in date, stored correctly, cooked thoroughly and served steaming hot</i> • <i>Food is not re-heated</i> • <i>Food Safety standards have been adhered to and minimum expectation met</i> • <i>Separate chopping boards and utensils used for raw meat</i> 	<i>Low</i>	<i>John Smith</i>
		Choose an item		Choose an item	
		Choose an item		Choose an item	

Key Emergency Contacts

Establishing a list of key emergency contacts and ensuring that they have been notified about your event, or having the phone numbers handy should a random event happen (imagine a burst water main or a visiting brown snake), can take the pressure off Event Organisers on the day.

Organisation	Contact Phone or Email	Contact Name	Notified of Event (if applicable)
Police (emergency)	000		<input type="checkbox"/>
Ambulance (emergency)	000		<input type="checkbox"/>
Fire (emergency)	000		<input type="checkbox"/>
Police (local station)			<input type="checkbox"/>
Ambulance (local station)			<input type="checkbox"/>
Fire (local station)			<input type="checkbox"/>
SES			<input type="checkbox"/>
St John's First Aid			<input type="checkbox"/>
City Council			<input type="checkbox"/>
Nearest Hospital			<input type="checkbox"/>
Poisons Information			<input type="checkbox"/>
WorkCover			<input type="checkbox"/>
Willis – Insurance Broker	(07) 3167 8554		<input type="checkbox"/>
Principal			<input type="checkbox"/>
Water emergency			<input type="checkbox"/>
Gas emergency			<input type="checkbox"/>
Sewerage emergency			<input type="checkbox"/>
Power emergency			<input type="checkbox"/>
Electrician			<input type="checkbox"/>
Building Contractor			<input type="checkbox"/>
Snake Catcher			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Event Contacts

Compile a list of contacts for everyone involved in the event, include P&C Executives, volunteers, employees, contractors, vendors, suppliers, etc. Keep in mind that the information collected on this list should be kept confidential and only shared with the owner’s permission or as necessary to their role.

Role	Contact Phone or Email	Contact Name	Event Induction
Main Event Contact			<input type="checkbox"/>
President			<input type="checkbox"/>
Vice President			<input type="checkbox"/>
Treasurer			<input type="checkbox"/>
Secretary			<input type="checkbox"/>
			<input type="checkbox"/>
Volunteers			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Supplier			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Contractor			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Your P&C's Insurance

1. Have you completed an [Activity Declaration and Certificate of Currency request form](#) (if required) for Willis (pandcsqld@wtwco.com) for your event? NOTE: this is not required for standard BBQs on school site, e.g. Election Day or sports day.*

The P&C has submitted an Activity Declaration.

Date Activity
Declaration submitted:

If required, the P&C has submitted a Certificate of Currency request form.

2. Do you have of appropriate insurance for your event? *

The P&C's annual insurance renewal paid.

Date renewal was paid:

If required, applied for additional cover through Willis, acknowledgement of cover and invoice received.

If required, invoice for additional cover paid in full.

3. Have Public Liability Insurance Certificates of Currency been provided from all external parties? *

Yes

No

Declaration

Event Organiser:

Organisation:

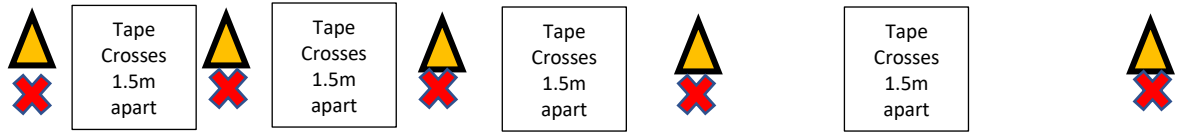
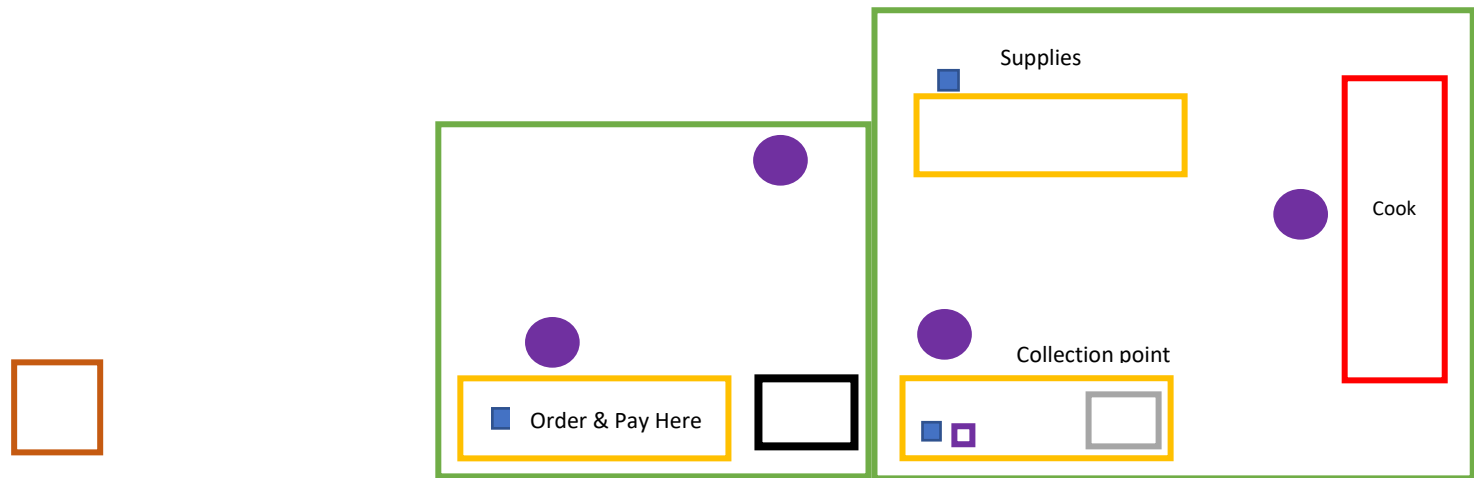
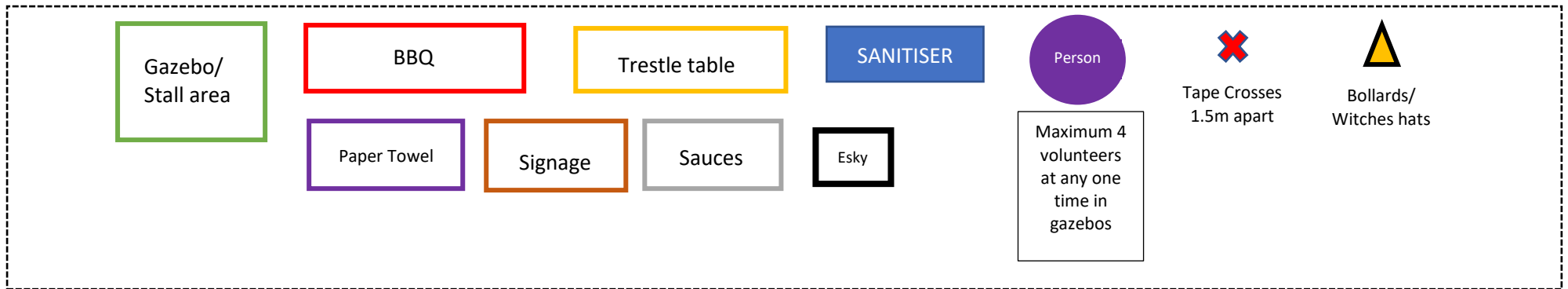
Signature:

Date:

Disclaimer

This template has been developed as a guide only, to assist Event Organisers to identify and manage risks associated with their event. The table of example hazards, risks and controls is not exhaustive. Event Organisers must comply with all Health and Safety legislation, and all other legislation that is applicable to the running of your event. P&Cs Qld accepts no legal liability for any of the information provided in your Risk Management Plan, and all risks, identified or otherwise, remain the responsibility of the Event Organiser to manage and control

APPENDIX C – EXAMPLE BBQ MUD MAP



APPENDIX D – DONATION REQUEST LETTER

P&C LOGO/LETTERHEAD

XX XXX 202X

Dear Sir or Madam,

Example State School P&C Association are holding an **Election Day/Fundraising/Sports Day** BBQ on **(Day)**, **(Date)** to raise money for our **ongoing/current project**. This year we are particularly focused on raising enough funds for **XXX**.

We are seeking donations of money or BBQ goods to support our fundraising efforts. Items we require include: *****add or delete as per requirements, add amounts also*****

- Sausages
- Eggs
- Bacon
- Bread
- Sauce – tomato, BBQ & mustard
- Soft drink
- Onions
- English Muffins
- Oil
- Napkins
- Alfoil
- Gloves
- Hand sanitiser
- Foil Trays

In return for your donation, we will acknowledge your business on our **Example** State School P&C Facebook page and to the families of more than **XXX** students in our newsletter, which also appears on our website, and issue you with a certificate recognising your valuable support.

Please contact me to discuss this opportunity further. Thank you for your time and consideration in supporting our school and local community.

Kind regards,

(name)

BBQ Coordinator, **(mobile)**

Example State School P&C Association

pandc@examples.eq.edu.au

President: **(name)** , **(mobile)**

APPENDIX E – BBQ SUPPLIES CHECKLIST

Dry items can be sourced in advance:













- | | | |
|---|---|---|
| <input type="checkbox"/> BBQ - clean working condition (do you need to book it?) | <input type="checkbox"/> Float \$xxx | <input type="checkbox"/> BBQ trays (for cooked sausages, onions, etc) |
| <input type="checkbox"/> Gas bottle(s) – check that they are full | <input type="checkbox"/> Cash tin(s) | <input type="checkbox"/> Sausage holder/stand (1/2 PVC pipe works well) |
| <input type="checkbox"/> Fridge or Esky (keep raw meat and drinks in separate eskies) | <input type="checkbox"/> EFTPOS (if required) | <input type="checkbox"/> Tea towels |
| <input type="checkbox"/> Marquee/Shade structure | <input type="checkbox"/> Cash count sheets (see example in Appendix B) | <input type="checkbox"/> Chux cloths |
| <input type="checkbox"/> Tables x 2-3 (serving area, prep area & storage area) | <input type="checkbox"/> Banking bags | <input type="checkbox"/> Dishwashing liquid |
| <input type="checkbox"/> Table covers (if required) | <input type="checkbox"/> Volunteer sign in sheets | <input type="checkbox"/> Paper towel |
| | <input type="checkbox"/> Aprons | <input type="checkbox"/> Water, bucket, etc (if required) |
| | <input type="checkbox"/> Napkins | <input type="checkbox"/> Glad wrap |
| | <input type="checkbox"/> Disposable gloves | <input type="checkbox"/> Aluminium Foil |
| | <input type="checkbox"/> BBQ Utensils - tongs (both raw and cooked sausages), egg flip, etc | <input type="checkbox"/> Salt and Pepper |

Fresh items will need to be picked up on the day or just prior to the event:

- | | | |
|--|---|---|
| <input type="checkbox"/> Sausages (consider pre-orders, if at Bunnings ask them for anticipated numbers) | <input type="checkbox"/> Bread | <input type="checkbox"/> Sauce (Tomato, BBQ & Mustard) |
| <input type="checkbox"/> Onions * guide 1kg onions: 1kg of sausages | <input type="checkbox"/> Burger patty, burger buns, cheese, lettuce, tomato (if required) | <input type="checkbox"/> Cooking oil |
| | <input type="checkbox"/> Bacon, eggs, English muffins (if required) | <input type="checkbox"/> Ice |
| | | <input type="checkbox"/> Drinks (cans, juice, water, etc) |

APPENDIX F – PRICE CALCULATION CHART

Example State School

		Sausages							
		0							
Drinks	0		\$ 2.50	\$ 5.00	\$ 7.50	\$ 10.00	\$ 12.50	\$ 15.00	
	1		\$ 2.00	\$ 4.50	\$ 7.00	\$ 9.50	\$ 12.00	\$ 14.50	\$ 17.00
	2		\$ 4.00	\$ 6.50	\$ 9.00	\$ 11.50	\$ 14.00	\$ 16.50	\$ 19.00
	3		\$ 6.00	\$ 8.50	\$ 11.00	\$ 13.50	\$ 16.00	\$ 18.50	\$ 21.00
	4		\$ 8.00	\$ 10.50	\$ 13.00	\$ 15.50	\$ 18.00	\$ 20.50	\$ 23.00
	5		\$ 10.00	\$ 12.50	\$ 15.00	\$ 17.50	\$ 20.00	\$ 22.50	\$ 25.00
	6		\$ 12.00	\$ 14.50	\$ 17.00	\$ 19.50	\$ 22.00	\$ 24.50	\$ 27.00

APPENDIX G – ADVERTISING POSTER EXAMPLES

EXAMPLE SS P&C
ELECTION DAY

BBQ



8am - 2pm
Saturday 2nd March 2024

EXAMPLE SS HALL (POLLING BOOTH)

EXAMPLE SS P&C



BBQ

First Break
Tuesday 2nd March 2024



**VISIT OUR MARQUEE BESIDE
THE OVAL ON SPORTS DAY!**

\$3.00 - SAUSAGE
\$2.00 - JUICE BOX
\$1.00 - ZOOPEE DOOPER

CASH OR EFTPOS

APPENDIX H – VOLUNTEER ROLE DESCRIPTIONS

Thank you to Bunnings Queensland for assisting us in developing the following role descriptions.

BBQ SUPERVISOR

The BBQ Supervisor is the key volunteer to ensure the fundraiser runs smoothly and is successful.

The responsibilities of the BBQ Supervisor include:

- Not attend the sausage sizzle if they are unwell or have any cold or flu like symptoms
- Must wear clean clothes
- One must be on site at all times
- Ensure all volunteers are feeling well and wearing clean clothes. Volunteers should not attend the sausage sizzle if they are unwell or have any cold or flu like symptoms
- Ensure volunteers adhere to hygiene requirements
- Adhere to and complete the clean schedule checklist, by ensuring the team clean and sanitise all surfaces in the area every 60 minutes
- Cleans and sanitises the Cook area every 60 minutes
- Ensure all volunteers handling food wear gloves (masks are optional)
- Ensure all volunteers wear a clean, cloth, individual-use apron during the course of the day – compulsory
- Assists Cook if needed, by getting sausages and onions ready for placing directly on hotplate
- Ensure gloves are changed when shifting between roles
- Fill in for group members when they need breaks or to clean/sanitise hands
- Have ample supplies to run the BBQ until advertised close time
- Complete the BBQ checklist at the end of the BBQ.

ORDERS/CASH PAYMENTS/DRINK SERVICE

The role of the volunteer is focused on assisting the customer, by providing a friendly welcome, explaining and providing assistance with the COVID safe procedure. They will take customer orders and process cash payments. Duties and requirements include:

- Not attend the sausage sizzle if they are unwell or have any cold or flu like symptoms
- Must wear clean clothes and a clean, cloth, individual-use apron – compulsory
- Gloves and mask optional
- Take customer's order and accept cash payment
- Explain how to proceed along the queue to collect the order
- Remind customers of physical distancing requirements whilst queuing, and that hand sanitiser is available
- Must sanitise hands every time after handling cash
- Provides refunds in mobile payment system if necessary
- If a drink is ordered, the preferred drink is collected from the esky and placed on the table for the customer
- Clean surfaces of the Order area with a general purpose cleaner and then food grade sanitiser every 60 mins
- Minimum hand washing/sanitising every 60 minutes.

BBQ COOK

- Not attend the sausage sizzle if they are unwell or have any cold or flu like symptoms
- Must wear clean clothes and cloth apron not worn by any other volunteer that day
- Must wear gloves
- Cook sausages and onions
- Cooked sausages and onions are placed in foil trays on the wire frame above hotplate to keep warm
- Places the sausage/onion on bread provided by the 'Collect' group member

- Minimum hand washing/sanitising and gloves changed every 60 minutes
- Standard rules around food safety – all food to remain covered except when cooking
- The cook is to call on the BBQ Supervisor for any assistance.

COLLECT/FOOD SERVICE

- Not attend the sausage sizzle if they are unwell or have any cold or flu like symptoms
- Must wear clean clothes
- Must wear gloves and a clean, cloth, individual-use apron – compulsory
- Collects bread and napkin from supplies table, and sausage/onion from the Cook
- Place sausages on sausage holder at Collect table i.e. does not place directly into customer hand
- Only the Collect volunteer is permitted to apply sauce whilst the sausage is in the holder i.e. sauce is not to be used by customer
- Customer takes sausage from holder
- Clean surfaces of 'Collect' area with a general purpose cleaner and then food grade sanitiser every 60 mins
- Minimum hand washing/sanitising and gloves changed every 60 minutes

APPENDIX I – CLEANING SCHEDULE

Thank you to Bunnings Queensland for assisting us in developing the following cleaning schedule.

BBQ Cleaning Schedule

P&C Name: _____ Date: _____

Cleaning and sanitising of common contact surfaces must be done frequently to reduce the spread of viruses. Surfaces must be cleaned hourly at a minimum.

Cleaning Schedule

- Use disposable gloves and discard after each clean is completed
- Spray surface with general purpose cleaner and wipe with disposable cloth or paper towel
- Then spray surface with food grade sanitiser and allow to air dry
- Discard paper towel and disposable gloves after each clean
- Wash or sanitise hands

If you believe a surface may be contaminated or is dirty, please clean more frequently.

	Open	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	Close
All trestle tables											
BBQ Area											
Esky/ Fridge											
Utensils											

Handwashing or hand sanitising

- Must be completed hourly at a minimum
- In addition, handwashing or hand sanitising is required:
 - Every time you handle cash
 - Every time you touch your face, eyes, nose, mouth hair, etc
 - Every time after sneezing, coughing or blowing their nose
 - Every time you clean down communal surface
 - Every time you change gloves
 - Every time you touch a communal surface that has not been cleaned hourly
 - Before and after eating, drinking
 - After going to the toilet
- When washing hands use soap and water to clean for 20 secs (sing happy birthday twice)
- Note: any long hair must be tied back

BBQ Supervisor Name	Duration of Shift

APPENDIX J – NOTE HOME TO FAMILIES

P&C Logo

VOTE #1 ✓
EXAMPLE STATE SCHOOL P&C ASSOCIATION
ELECTION DAY BBQ

The P&C's Election Day BBQ is always a fun way to connect with our community over a democracy sausage. This year funds raised will go towards the <insert project>.

When: Saturday XX XXX 202X, 8:30am-2:00pm
Where: School hall, Example State School

Volunteer opportunities are available for various roles are available and are broken down into 1-hour time slots, including:

- Set up
- BBQ cook
- Customer Service – food, drinks & payments
- Pack up

Sign up at: <insert link> or by emailing the BBQ Coordinator – pandc@examplless.eq.edu.au.

Kind Regards,

(name)
BBQ Coordinator
Example State School P&C Association

APPENDIX K – NOTE TO TEACHERS

P&C Logo

TEACHERS,
Please send home 1 note with the youngest child from each family. Thank you for your help in getting these notes out - your P&C.

VOTE #1 ✓
EXAMPLE STATE SCHOOL P&C ASSOCIATION
ELECTION DAY BBQ

The P&C's Election Day BBQ is always a fun way to connect with our community over a democracy sausage. This year funds raised will go towards the <insert project>.

When: Saturday XX XXX 202X, 8:30am-2:00pm
Where: School hall, Example State School

Volunteer opportunities are available for various roles are available and are broken down into 1-hour time slots, including:

- Set up
- BBQ cook
- Customer Service – food, drinks & payments
- Pack up

Sign up at: <insert link> or by emailing the BBQ Coordinator – pandc@examplless.eq.edu.au.

Kind Regards,

(name)
BBQ Coordinator, Example State School P&C Association

APPENDIX L – BANKING TOTALS TEMPLATE

DAILY CASH SHEET

Event: _____

Location: _____

Date: _____ Event Time: _____ Count Time: _____

***REMEMBER:** Remove the float before counting the daily cash, as the float will be banked separately.

As per the Accounting Manual, two people are required to count, then a third person to bank.

	COUNT #1		COUNT #2	
	Number of Notes/Coins	Total	Number of Notes/Coins	Total
<i>Example, \$100</i>	3	\$300	3	\$300
\$100				
\$50				
\$20				
\$10				
\$5				
TOTAL NOTES:				
\$2				
\$1				
50c				
20c				
10c				
5c				
TOTAL COINS:				
TOTAL CASH BANKED:				
Name:				
Signed:				

To be banked by: _____

Branch: _____ Date: _____

APPENDIX M – EVENT SUMMARY

EXAMPLE STATE SCHOOL EVENT SUMMARY

Name of Event/Fundraiser: _____ Election Day BBQ _____
 Date: __XX/XX/202X_____ Time: __ 8:30am _____ to __ 2pm _____ Location: _____ School Hall _____
 Funds raised go towards: _____ new shade over Junior playground _____

PRODUCT	PURCHASE PRICE	SALE PRICE	NUMBER PURCHASED	NUMBER SOLD	AMOUNT LEFT OVER	TOTAL SALES INCOME	TOTAL PROFIT
<i>Sausage</i>	\$210.00		500				
<i>Bread</i>	donated		25 loaves				
<i>Onion</i>	donated		5kg				
= Sausage in bread	\$210.00	\$2.50	500	450	50	\$1125.00	\$915.00
Coke can, 375ml	\$14.00	\$2.00	24	24	0	\$48.00	\$34.00
Orange Juice, 600ml	\$18.00	\$2.00	24	5	19	\$10.00	-\$8.00

Estimated event attendees: _____ polling booth manager advised 3000 before 2pm _____

Observations/Recommendations:

Very busy between 10am-12pm, more volunteers needed over this period.

Many requests for Egg and Bacon Rolls early morning to midday – suggest trialling this next time.

Additional small change needed for float as ran out of 50c pieces early.

Orange Juice did not sell well, try reduced numbers or Apple Juice next time.

BBQ leg wobbly, email sent to school admin to advise and repair.

Location was ideal as all foot traffic passed by on the way out of polling in the hall

APPENDIX N – CERTIFICATE OF APPRECIATION

