

Mini Golf fundraising process

Parents to email with a request to use the mini golf for a school based fund raising activity.

Email address for scheduling mini golf sessions is: shgcmminigolf@gmail.com

The mini golf coordinator will then make contact with the parents & send out a template to be completed with relevant details and this information sheet & once returned advise them of available sessions & book them in to an agreed session.

Please note the mini golf sessions can be run by students but they must have an adult present for the whole session.

Once booked the parent/s are then responsible for attending the session or advising the mini golf coordinator if you need to cancel or switch sessions with another student. The mini golf coordinator will send a reminder the day beforehand. Please note cancellations must be made at least 48hrs prior to the session.

Sessions

Full day sessions 10am-5pm

Half day sessions: 10am-1.30pm or 1.30pm-5pm. Please arrive 15 minutes before the session to open up/handover.

A half-day session pays out \$100 & a full day \$200, this will be paid to the school by the Lions Club.

After the payments have been signed off by the PTFA, a copy of the spreadsheet with sessions completed will be emailed to accounts@shgcnpschool.nz so Liz Goldsworthy can process payments.

At each meeting the PTFA will transfer the funds to the school's nominated account.

Liz Goldsworthy will then speak to relevant teachers regarding group payments or make payments into the students' school accounts.

Please be aware there will be a delay between completing a session & payment. If you haven't heard anything by the following term, please contact the coordinator who will follow this up.

Scheduling is done by the coordinator at her discretion to ensure it is fairly spread amongst all students/events.

Included activities:

- School sporting events
- Music events e.g. BandQuest
- Costs towards school academic/cultural events e.g. travelling to Lit quiz, O'shea shield, young enterprises scheme & young leaders in Wellington etc.
- Specific equipment students are keen to fundraise for e.g. Robotics/instruments etc.
- If your daughter is involved in any other school based extracurricular activity that you would like to fund raise for, please contact the mini golf coordinator to discuss on the email provided.