



### **PTFA Policy on funding stalls at PTFA Events**

At the Christmas Bazaar, the Summer Fete and your class fundraiser you may need to source items for your stall or fundraiser.

You may deal with the financing of your stall or fundraiser in the following ways:-

1. Purchase items and then submit an expense claim to the PTFA. (We do not expect parents to bear the cost of running stalls themselves and always invite you to submit an expense claim.)
2. Request donations of physical items from parents. (Depending on your stall this can work really well – ie requesting sweets after Halloween, recycling gems for a gem stall, giving unwanted birthday presents for a toy tombola.)
3. Say that you welcome donations of cash from parents. (Some parents may wish to do this in lieu of being able to offer time.)
4. Request donations from local businesses, for example getting donations of pizzas and bottles for bottle tombola. Please just be sensitive to any clashes with the raffle. You can draft a request letter for our approval & signature or we can help you with this. If you are unsure of whether a relationship already exists between the PTFA and the local business please email [sponsorship@honeywellptfa.org.uk](mailto:sponsorship@honeywellptfa.org.uk) to check.

Any of these options is acceptable and we ask you as reps to decide on the appropriate course of action for your class.

However if you do ask the parents in your class for cash, then this must be done in a sensitive way:-

1. Do not request a set or minimum amount; people should be free to give as little or as much as they choose.
2. Do not keep a list of who has contributed and who has not. This makes people feel pressured into having to give when they may not otherwise wish to or be able to and they may wish to remain anonymous.
3. Be sensitive at all times that not everyone has the means to contribute.

**Thank you. Any questions email [secretary@honeywellptfa.org.uk](mailto:secretary@honeywellptfa.org.uk)**