

PTA Event / Activity - Checklist

Activity	Bag2school Textile Collection
Brief description of activity and summary	Money is raised by asking parents to fill bags with unwanted textiles (clothing, shoes and other household textiles). These bags are collected on an agreed date by Bag2school and they pay the PTA an amount of money per kg collected (currently 40p per kilo)
Supplies Needed	<p>Bag2School contact details :</p> <p>Bag2School Unit 6-7 Omega Business Village Thurston Road Northallerton North Yorkshire DL6 2NJ 01609 780 222 www. http://uk.bag2school.com/</p> <p>Letter to parents template – held by organiser</p>
ACTION Prior to Event	<p><u>Book a date for Collection</u> The pool changing rooms are used as a drop off point for bags. When deciding upon a date for a collection the following points should be considered:</p> <ul style="list-style-type: none"> • From May half term onwards the changing rooms will be in use for swimming lessons and pool club • From the last two weeks of November until the Christmas break the changing rooms are used for storage of wrap a present and Christmas fayre items. <p>All potential dates need to be cleared with both Lyn Benham in the school office and then with George Bridge (site controller). The school always prefers a Friday morning collection. Once a date has been agreed, phone Bag2school to confirm. It is important to request the first pick up of the day, and that the bags be weighed on the vehicle.</p> <p><u>Bag delivery and distribution</u> When you make the booking Bag2school will tell you when to expect delivery. They will deliver to school, so please let the office know to expect them. Once they have arrived they should be transferred to the PTA garage at the earliest opportunity and organised into packs for each class (the office can usually let you have a list of how many children are in each class). Ideally the bags will go out to the children on a date that will allow two weekends for them to be filled. Please be aware that not all teachers will be able to hand them out on the day you distribute the packs. The packs are given to each teacher first thing in the morning before the bell – class reps can help with this, email classes@aldryngtonpta.com Update the letter template as required, save as a pdf and email it to Lyn in the office to send out to all parents admin@aldryngton.wokingham.sch.uk</p>
ACTION During Event	<p><u>Collection week</u> Confirm with George the date and he will usually arrange for the changing rooms to be opened at the beginning and end of the day every day during collection week. It is worth putting reminders on the parents Facebook page at this stage too.</p> <p><u>Collection day</u> The van is usually on site before 9am. Ideally the organiser should remain onsite to assist George with the collection and receive the cheque.</p>

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ACTION After Event	<p>Confirm with the office once the van has left the school site.</p> <p>Inform the office of the weight collected and total money raised so they can include in school newsletter.</p> <p>Either pass the cheque directly to the PTA treasurer, or put in the PTA box held in the school office for later collection.</p>
NOTES	<p>In 2016 Sabine Bickle conducted an extensive survey of all the companies that operate textile collection schemes including having a static bin permanently on site. The static bin was not possible due to no suitable space on site. PTA tried an operator that offered a better per kilo rate, but they did not turn up on time and took an extremely long time to load up, impacting on playtime etc. PTA priority is to disrupt the school as little as possible with our activities, so we returned to using Bag2school, who have so far been reliable and punctual.</p>
Completed By / Date	<p>Anna Neffendorf</p> <p>4th March 2017</p>