Memorandum of understanding

Between Mater Dei Primary School Toowoomba and The Mater Dei Primary School Parents & Friends Association Toowoomba.

The introduced Non-Compulsory P&F levy.
Memorandum of understanding

This memorandum of understanding is made:

Between:  The Mater Dei Primary School
And:     The Mater Dei Parents and Friends Association

Background:

In 2012 your school P&F committee initiated discussion regarding a P&F levy to be introduced at the school. These discussions were the result of the P&F Associations onerous and difficult tasks in organising continual events in fundraising efforts for the school on limited available funds.

The levy if introduced was determined to;

-Assist parents organising major fundraising events with available funds to allow the preparation of such events.

-Reduce the quantity of fundraising events to be held at the school to primarily focus on a major event per year, rather than a large number of smaller fundraising events.

-Reduce the time and focus of the P&F association on fundraising events and to allow for concentration of resourcing, social and community decisions for the school.

-Provide for equality amongst the entire school community regarding the contributions and fundraising at the school.

-Allow for a consistent availability of funds to the P&F, to appropriately budget and forecast school projects.

Result:

In September 2012 the P&F decided a NON-COMPULSORY levy would be introduced commencing in 2013.

Principal Signature

P&F President Signature
Overview of the Non-Compulsory levy provisions:

1. The levy is a non-compulsory P&F levy to parents with attending children to the Mater Dei Primary School.

2. This levy is paid to the P&F Association of Mater Dei Primary School.

3. The levy is $25 dollars per family, per term, regardless of the number of attending children, equalling $100 dollars for the school year.

4. This levy can be paid in full at any stage throughout the year, or each school term. The school office will send out a letter to each family at the commencement of each school term.

5. This levy is not intended or included as a school fee of Mater Dei Primary as it is Non-Compulsory.

6. The levy can be paid by either cash, cheque or electronically. Receipts will be issued for each transaction by the P&F treasurer at the time upon request of the parent.

7. The school will not provide Eftpos, or Direct debit for this payment due to the monies going directly to the school P&F accounts and not Mater Dei Primary School Accounts. (should any part of this arrangement alter it shall be done in agreeance of the School Principal and P&F treasurer and President.)

8. Methods of payment may change with advancement of money transactions provided or available in the future.

9. That this levy be continually audited by the current P&F at the school for participation of payment of the levy and reviewed annually for effectiveness as a fundraising strategy.

10. That any fundraising events held by the P&F Association, are conducted with consideration of the level of participation of the Non-Compulsory levy.

11. That any fundraising events planned are communicated acknowledging the families that pay the levy.

12. That the event is communicated prior to its commencement that it is non-compulsory to participate in the event.

13. That the event for fundraising clearly outlines that the P&F will be beneficiaries of any profits made from the event.

Principal Signature

P&F President Signature
14. That this levy is to reduce the amount of fundraising events and efforts needed to be held to raise money for the school.

15. That events can be considered and held at the school that are organised by the P&F to operate at cost, pending participation of the levy. (Nil profit made)

16. That the Levy will not affect any donations made to the P&F Association or Tuck shop managed in conjunction with the School and P&F Association.

17. That should donations be requested by the P&F Association or any sub-committees of the P&F or Tuck Shop Convenor; directed at the school community that it be clearly communicated, it is Non-Compulsory to provide the donation.

18. That the levy be considered for replacement with a compulsory levy should participation fall below a satisfactory point or at any stage after discussions between the P&F Association and the Principal of the school.

Objectives:

This MOU is a written document with an aim to provide clear understanding and communication for the reasons of introduction of the levy; the responsibilities of the school and P&F of Mater Dei Primary School; as a guide to planning future fundraising events held for the school; and as a reference of information when issues arise regarding the Non-compulsory levy introduced.

It is Agreed:

1. This MOU will commence immediately upon signature of the involved parties.

2. This MOU will supersede any previous agreements, negotiations, arrangements and understandings surrounding the non-compulsory levy at Mater Dei Primary School.

3. That the overview of the Non-Compulsory levy in this MOU is accepted as the procedure and guidelines for this school P&F levy.

4. That this document is not a legally binding document. It is an understanding for the introduction and continued application of the current levy.

Principal Signature

P&F President Signature
Memorandum of understanding

5. That this MOU is only recognised whilst this Non-Compulsory levy is in place at the school.

6. That parties to this agreement shall act in good faith and undertake to adhere to the overview outlined in this MOU.

7. That an event is defined in this MOU as a; fundraising activity coordinated by either the school or P&F. Some examples include-raffles, auctions, race-days, Fairs/ Fetes, Book stalls, Mother and Fathers’ Day stalls, etc.

8. That should a dispute present regarding this MOU, the matter be brought before the Principal of the school for their consideration and recommendation.

The parties have executed this MOU as follows:- (Dated)

Signed on behalf of the Mater Dei P&F Association
Print- Paul Anoleck 
Signature- 
Date- 20.10.14
P&F president

Signed on behalf of the Mater Dei Primary School
Print- Chris Bartlett 
Signature- 
Date- 20.10.14
Principal

Principal Signature

P&F President Signature