



DATA COLLECTION CRITERIA EVENT COMMITTEES Community Resource Database 2016

All parents undertaking the delivery of a special event for the school, where internal or external goods or services will be obtained, needs to ensure that the relevant contact and relationship data is captured on the relevant template and provided to the Community Resource Database Co-ordinators.

Data Collection for Event Committees

The following data needs to be collected for each contact:

Date Support Provided	
Supporter Type	Individual/Business/Group or Club
Salutation	Ms/Miss/Mr etc
First Name	
Last Name	
Company Name	If support they are providing is through their business.
Business Title	As above.
Main contact address	
Suburb	
Postcode	
Mobile #	
Landline #	
Email address	
WNPS event supported	Fete/Art Show/Parent night etc
Type of support Provided	<ul style="list-style-type: none"> • <u>Probono</u> – professional services at no cost • <u>Reduced Fee for Service/goods</u> – services or goods at a reduced cost (as agreed) • <u>Goods in Kind</u> – goods at no cost • <u>\$ Sponsorship</u> – sponsorship funds towards a school event or activity • <u>Donations</u> – financial donations towards school events or activities that are not linked to sponsorship.
Details of goods/services provided	
How are they connected to the school	<ul style="list-style-type: none"> • Parent at the school • Contact through a parent at the school • External supporter (ie local business) • Other
If a parent at the school, which year levels are their child/ren in	Prep/Grade 1/Grade 2 etc
If a contact through a parent, specify that parent's name	
Relationship contact	The WNPS person authorised to be the liaison with this contact
Estimated \$ value to the school	
Notes	