

# **Events Committee Guidelines Community Resource Database 2016**

#### **Purpose**

At Williamstown North Primary School (WNPS), parent and carer participation in student learning and the school community is acknowledged and greatly valued, and the school continues to develop through parents' generous donation of skills and services.

The Community Resource Database aims to:

- Enhance school community connectedness through community collaboration identifying, locating and integrating community resources to strengthen and support the school,
- Support WNPS in securing resources and services from parents and the broader community, at a nil or reduced cost, assisting the school to deliver additional programs, services, events and activities that benefit the entire school community.

#### How the Community Resource Database can support the school

There are many ways that parents and the broader community can support the school by utilising their skills and professional services to support special events, classroom activities, school programs etc. Below is an outline of the various ways individuals and groups can provide their skills/services:

**Pro-bono services**: In the context of the Community Resource Database, 'pro-bono' means the provision of services on a no-cost basis.

Reduced 'fee for service/goods': The provision of goods or services on a reduced 'fee for service' arrangement, as negotiated and agreed. Note: Any offer to provide services or goods at a reduced fee for service will be subject to the same quoting and approval processes as all other service providers. Any decisions on selecting a product or service will be based on value for money, fitness for purpose and must provide a discount or benefit to the school. In line with the purchasing policies of the school, a second quote will be sought for comparison where required.

**Goods in Kind:** Is a form of charitable giving in which, instead of giving money to buy required goods, the goods themselves are given. 'Goods in kind' are distinguished from gifts of cash which are classified as donations.

**Sponsorship:** Financial support received from a sponsor. In the context of the Community Resource Database, this means the provision of money where a benefit to the individual or group is expected.

**Donations:** In the context of the Community Resource Database, this means a donation of money where a benefit to the individual or group is not expected.

#### **Program Launch**

On 3rd November 2016, the Community Database Program will be officially launched to parents. Parents will be given a document providing an overview of the Program and a 'sign up' form (both hard copy and electronic).

The data collection form asks parents to select a category/s where they can provide skills, services or resources to the school. Ie. 'Gardening', 'Catering, 'Event Management' etc., and each category will be given a specific code. This information will then be input into an Access Database.

The Community Resource Database will give us a wonderful tool for capturing the details of all the support received for the school through all past events (ie Fete, Art Shows etc), and allow for the easy identification of skills, services and goods that are required to support teachers and school events in the future.

All support received through the Community Resource Database will be acknowledged by the school in an agreed and appropriate manner.

#### **Processes and protocols – WNPS Event/Fundraising Committees**

Step 1:

School notifies Database Co-ordinators of Event/Fundraising Committee being formed.

Database Co-ordinators contact Event/Fundraising Committee and provide links to the following documents on the website:

- WNPS Event/Fundraising Committee guidelines outlining the objectives of the program, and processes and procedures to be followed, including the acknowledgment of supporters,
- Outline of their responsibilities in relation to the Community Resource Database,
- Privacy spiel outlining the responsibilities of the members to ensure the contact data gathered or provided is handled in line with the Privacy Policy, and is not be used for purposes outside of the stated event purpose for the direct benefit of the school,
- Excel template for gathering contact details for event supporters \*\*This must be used for every event.

Step 2:

Event/Fundraising Committee Chair provided with access to a 'Read Only' version of the Community Resource Database for sourcing goods/services.

Step 3:

Event/Fundraising Committee members to determine:

- Exactly what is required
- Purpose/event required for
- Type of support required (Probono, GIK, RFFS etc)
- Type of service/goods required
- Whether it is a sponsorship (see separate Sponsorship Policy)
- Quantity of goods required
- Duration of services/Time commitment required
- Location of services to be provided
- Delivery details for goods
- Key WNPS liaison contact details
- Whether support can be best obtained through the Community Resource Database or a call out through the Class Rep Program.

\*If you require it, the Community Resource Database Coordinators can provide you with templates to drop in to emails to potential supporters to assist you in gathering the information you require. Step 4:

Depending on type and level of support, either the Event/Fundraising Committee or the Principal/Vice-Principal (where a major sponsor is being sought) will approach contacts to seek support. Ongoing liaison to secure support and determine value to school. Written acknowledgment of offer to be provided to parent/contact.

If there is a 'Key WNPS Relationship Contact' listed on the database against a contact, this person must be the one to make contact with the potential supporter.

Parent/contact to provide a written acceptance of the terms provided.

Processes outlined in the table below to be followed based on the type of support required (i.e. Probono, GIK, RFFS, Sponsorship \$ etc).

Step 5:

#### **PROBONO**

No cost - professional services

- To ensure that services offered fully meet the schools' needs, contacts to be provided with a written Brief outlining:
  - Exactly what is required
  - Purpose/program required for
  - Type of service required
  - Duration of services/Time commitment required
  - Location of services to be delivered
  - Key WNPS liaison contact details
  - Community Resource Database Program manual which outlines all processes and protocols.

#### **RFFS**

Reduced fee for goods or services

The 'Finance manual for Victorian Government Schools' (Department of Education and Early Childhood Development) states that, 'A school council may purchase directly from any source of supply when it is to the best advantage of the school'.

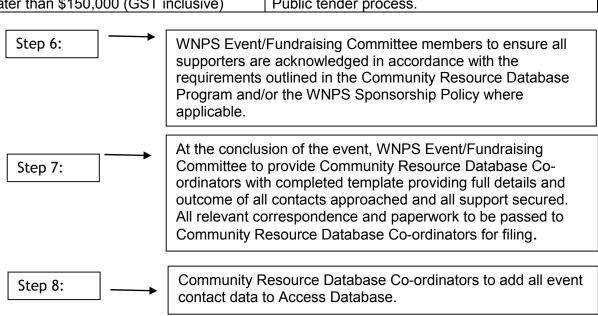
- To ensure that goods or services offered fully meet the schools' needs, contacts to be provided with a written Brief outlining:
  - Exactly what is required
  - Purpose/program required for
  - Type of service/goods required
  - Quantity of goods required
  - Duration of services/Time commitment required
  - Location of services to be delivered
  - Delivery details for goods
  - Key WNPS liaison contact details
  - Community Resource Database Program manual which outlines all processes and protocols.
- For parents/contacts offering goods or services on a fee for service basis, a clear and articulated quoting and approval process, with clear parameters, will be provided. This document would include:
  - Statement of Purpose
  - Quoting process and requirements
  - Approval process
  - Record keeping requirements

	Privacy statement     Acknowledgment as pogetiated.			
CIV	Acknowledgment as negotiated.			
GIK Goods at no cost	<ul> <li>To ensure that goods fully meet the schools' needs, contacts to be provided with a Brief outlining:         <ul> <li>Exactly what is required</li> <li>Purpose/program required for</li> <li>Type of goods</li> <li>Quantity of goods</li> <li>Delivery date and details</li> <li>Key WNPS liaison contact details</li> <li>Link to WNPS Community Resource Database webpage.</li> <li>'Goods in Kind' Statement. Guidelines stating what the school will and will not accept in relation to the donation of goods-in-kind.</li> </ul> </li> </ul>			
<b>\$SPONSOR</b> Sponsorship \$	As outlined in the WNPS Sponsorship & Advertising Policy, the Principal/Vice-Principal will be responsible for investigating and negotiating all potential sponsorship arrangements on behalf of the Community Engagement Committee and School Council, in line with the aims and principles outlined in the Policy.			
	The Principal/Vice-Principal is able to endorse sponsorship and advertising proposals up to the value of \$2,000 without referring them to the Community Engagement Committee or School Council, unless there are particular aspects of the proposal which the Principal/Assistant Principal believes requires School Council consideration (i.e. conflict of interest etc).			
	For sponsorship or advertising proposals over \$2,000, the Principal/Vice-Principal will make a recommendation to School Council via the Community Engagement Committee, including a detailed outline of the proposal.			
	The Sponsorship Policy guidelines and protocols are to be followed when seeking and securing sponsorship funds.			
<b>DONATION</b> Donation of untagged \$	Any unsolicited donations or general donations towards events or programs are to be treated as follows:  - Funds provided to WNPS office for processing - WNPS tax receipt and thank you letter to be issued by the office.			

### Reduced 'Fee for Service' – Quoting Process

If the item is	Then the process is		
Less than or equal to \$2,500 (GST	One written quote required. Second quote can		
inclusive)	be sought if needed.		
Greater than \$2,500 and equal to \$25,000 (GST inclusive)	Two quotes required. A detailed description of the goods or services for which quotation is for, quotation, costs and delivery details, together with the name of the person giving the quote and the date given for supply.		
Greater than \$25,000 and equal to \$150,000 (GST inclusive)	A minimum of 3 written quotes. A detailed description of the goods or services for which		

	quotation is for, quotation, costs and delivery details, together with the name of the person giving the quote and the date given for supply.
Greater than \$150,000 (GST inclusive)	Public tender process.



#### Documentation developed for all stakeholders outlining relevant processes and protocols

The following documentation has been developed to ensure all parties are aware of the relevant processes and protocols that need to be followed:

For WNPS staff seeking support	Program guidelines & process flowchart	
WNPS Event Committees	Program guidelines, process flowchart and	
	Excel data collection template	
Parents/Community Members	Program guidelines and data collection form	
Community Database Co-ordinators	Program handbook.	

An <u>excel template</u> has been created for use by Event/Fundraising Committees to capture the date on supporters for each event/activity. This information includes:

- Date support provided
- Supporter type (ie Individual, company etc)
- Name details
- Company details (if applicable)
- Address details
- Phone details
- Event/activity being supported
- Type of support provided (ie Probono, GIK etc)
- Goods/Services provided (quantity, hours etc)
- How are they connected to the school
- If a parent, what year are their children currently in
- If thru a parent, who?
- Key relationship manager
- Estimated \$ benefit to the school
- Notes.

#### \*\*\*\* ADD IN TO THE HANDBOOK FURTHER DOCS ONCE APPROVED:

- PRIVACY STATEMENT
- DATA COLLECTION CRITERIA
- RISK MANAGEMENT PLAN
- PROGRAM ACKNOWLEDGEMENT
- RECORD KEEPING PROCESSES

## WNPS COMMUNITY RESOURCE DATABASE – PROCESS FOR EVENT/FUNDRAISING COMMITTEES TO ACCESS THE DATABASE

Step 1: Committee Members provided with Community Database guidelines outlining processes and procedures and a template for gathering contact details throughout their event/activity.

Step 2: Committee Chair provided with access to a 'read only' version of the Community Resource Database for sourcing goods/services/sponsorship.

**Step 3:** Committee to determine their event needs and identify potential supporters as below:

- 1. Check current resources available on the Community Resource Database. If no existing contacts,
- 2. Seek support from parents through the Class Rep Program or the broader community.

Step 4: Depending on type and level of support, either the Committee or Principal/Vice-Principal (if major sponsorship) approaches and liaises with contacts to determine and confirm support to be provided.

Step 7: At conclusion of event/activity, full details of support obtained to be recorded on Excel template provided and passed on to the Community Resource Database Co-ordinators to input in to the Community Resource Database.

Step 6: Community Resource
Database Co-ordinators to ensure
all supporters are acknowledged
in accordance with the
requirements outlined in the
Community Resource Database
Guidelines.

Step 5: Processes & procedures outlined in the Community Resource Database guidelines for determining level of support sought and agreed (ie Reduced Fee for Service, Gift in Kind, Sponsorship \$, Probono, Donation) to be followed.