



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

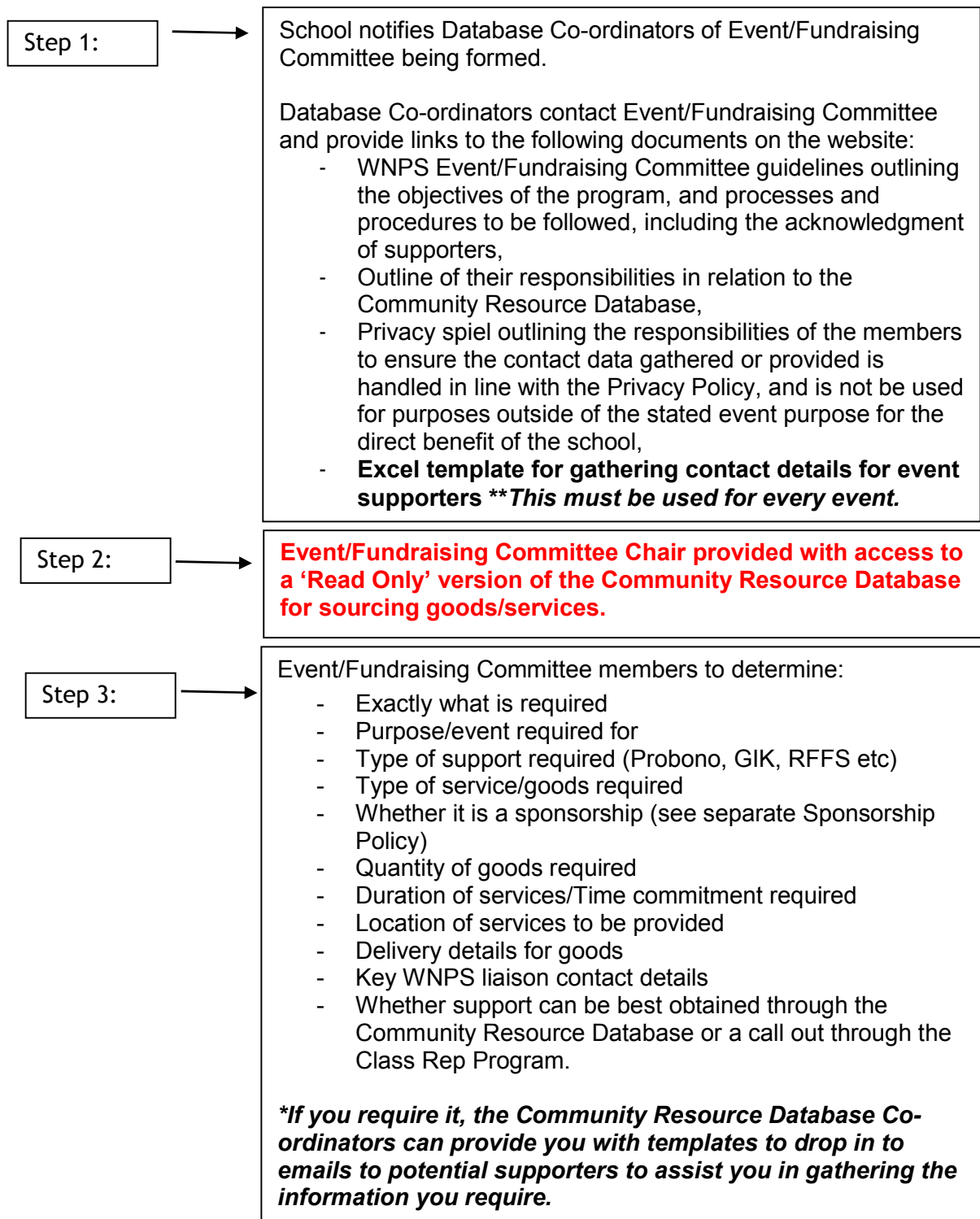
On 3rd November 2016, the Community Database Program will be officially launched to parents. Parents will be given a document providing an overview of the Program and a 'sign up' form (both hard copy and electronic).

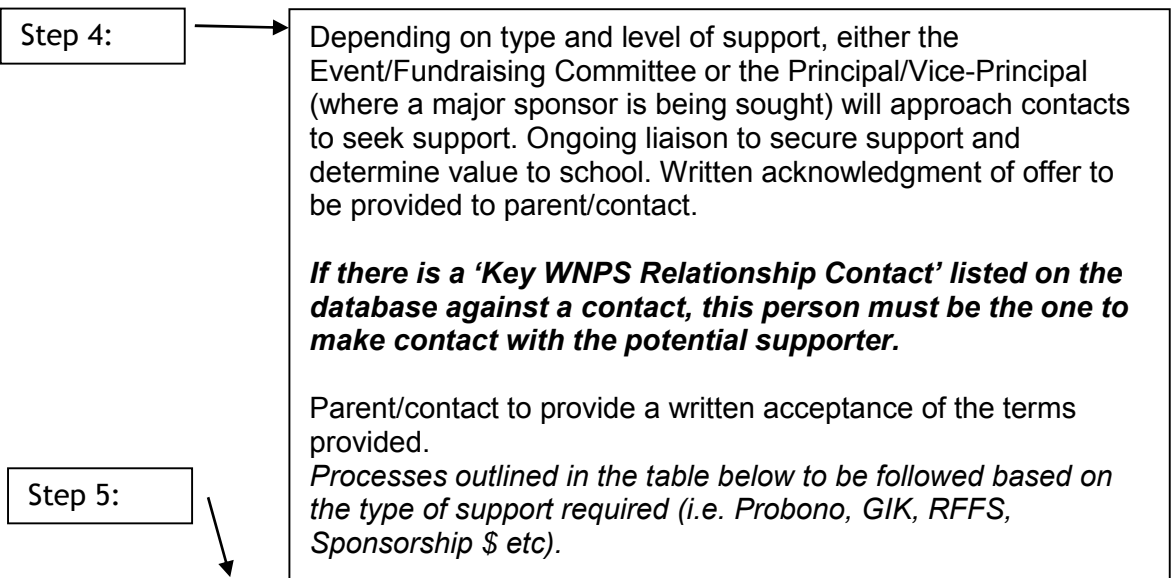
The data collection form asks parents to select a category/s where they can provide skills, services or resources to the school. I.e. 'Gardening', 'Catering', 'Event Management' etc., and each category will be given a specific code. This information will then be input into an Access Database.

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





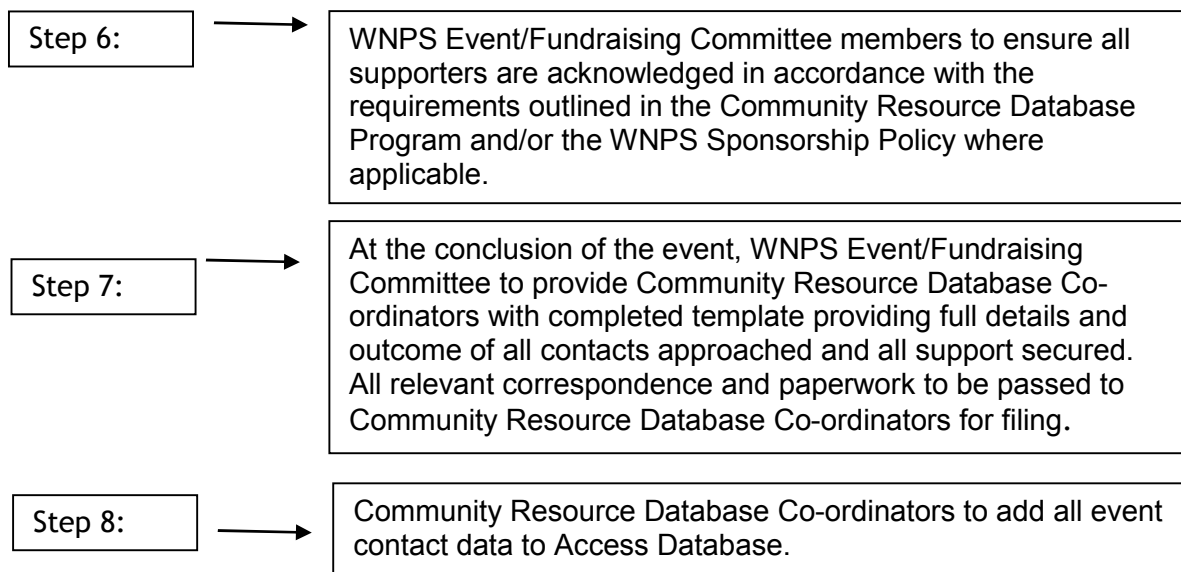
<p>PROBONO <i>No cost – professional services</i></p>	<ul style="list-style-type: none"> • To ensure that services offered fully meet the schools' needs, contacts to be provided with a written Brief outlining: <ul style="list-style-type: none"> - Exactly what is required - Purpose/program required for - 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.
<p>RFFS <i>Reduced fee for goods or services</i></p>	<p>The 'Finance manual for Victorian Government Schools' (<i>Department of Education and Early Childhood Development</i>) states that, 'A school council may purchase directly from any source of supply when it is to the best advantage of the school'.</p> <ul style="list-style-type: none"> • To ensure that goods or services offered fully meet the schools' needs, contacts to be provided with a written Brief outlining: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> • Statement of Purpose • Quoting process and requirements • Approval process • Record keeping requirements

	<ul style="list-style-type: none"> • Privacy statement • Acknowledgment as negotiated.
GIK <i>Goods at no cost</i>	<ul style="list-style-type: none"> • To ensure that goods fully meet the schools' needs, contacts to be provided with a Brief outlining: <ul style="list-style-type: none"> - Exactly what is required - Purpose/program required for - Type of goods - Quantity of goods - Delivery date and details - Key WNPS liaison contact details - Link to WNPS Community Resource Database webpage. - 'Goods in Kind' Statement. Guidelines stating what the school will and will not accept in relation to the donation of goods-in-kind.
\$SPONSOR Sponsorship \$	<p>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.</p> <p>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).</p> <p>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.</p> <p>The Sponsorship Policy guidelines and protocols are to be followed when seeking and securing sponsorship funds.</p>
DONATION Donation of untagged \$	<p>Any unsolicited donations or general donations towards events or programs are to be treated as follows:</p> <ul style="list-style-type: none"> - 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 inclusive)	One written quote required. Second quote can 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 **excel template** 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

