



Parent/Community 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 YOU CAN GET INVOLVED

There are many ways that you can support the school by utilising your skills and professional services to support special events, classroom activities, school programs etc. Below is an outline of the ways in which you can provide your 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. For example: Providing marketing skills at no cost.

Reduced 'fee for service/goods': The provision of goods or services on a reduced 'fee for service' arrangement, as negotiated and agreed. For example: Professional lighting services for the Art show at a reduced rate, or the provision of art supplies at a reduced cost.

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. Only goods meeting the outlined requirement of the school can be received. For example: Donation of auction items to be used at the Fete.

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. For example: Sponsorship of a WNPS fundraising event.

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. For example: Donation towards the schools building fund (tax deductible).

We would like to match your skills and services to the needs of the school. We would be most grateful if you could please complete the information required below, and indicate all the skills and/or services you could potentially offer to the school.

You can also complete the form online on the school website under the 'Community Engagement' page – 'Community Resource Database'.

*** A hard copy of this form is attached.*

PROCESSES AND PROTOCOLS

Please see the **Community Engagement page; 'Community Resource Database' section on the WNPS website** for more information on the processes and protocols relating to 'reduced fee for service' and the quoting process.

PROGRAM ACKNOWLEDGMENT

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

PRIVACY POLICY

In carrying out its educational and welfare functions, Williamstown North Primary School (WNPS) collects personal information about students, parents/guardians, volunteers and staff. The school is committed to protecting the privacy of all information collected and the School's Privacy Policy embodies this commitment.

The policy will ensure that:

- The school abides by legislative privacy requirements in relation to how personal and health information is collected, used, disclosed and stored;
- All staff, including volunteers, are aware and compliant with the school privacy policy.

FURTHER INFORMATION

If you have any questions, or would like further information about the Community Resource Database, please contact the volunteer Database Co-ordinators at wnpsdatabase@gmail.com



WNPS COMMUNITY RESOURCE DATABASE

Data Collection Form—2016

At Williamstown North Primary School, parent participation in student learning and the school community is acknowledged and greatly valued, and the school continues to develop through the generous donation of skills and services from parents. The **Community Resource Database** will help to support our school to secure resources and services at a nil or reduced cost, allowing the school to deliver additional programs, services, events and activities that will benefit the entire school community. We would like to match the skills and services you are willing to provide to the needs of the school, and would appreciate your support. **Please complete the information required below, and indicate all the skills and/or services you could potentially offer to the school. Please note, this form can also be completed electronically on the school website under the Community Engagement Page - Community Database tab.**

PARENT DETAILS

Title: (Ms/Mr etc) _____ First Name: _____ Last Name: _____
 Mobile Number _____ Email _____
 Year level/s your child/ren are currently in _____

What type of support would you consider providing to the school? (Please tick one or more options)

- Probono – Professional services at no cost
- Reduced Fee for Service/Goods – services or goods at a reduced cost (as agreed)
- Goods in Kind – goods at no cost
- \$ Sponsorship – sponsorship funds towards a school event or activity
- Donations – financial donations towards school events or activities that are not linked to sponsorship.

RESOURCE CLASSIFICATION— Please place a tick next to the skills/services you could provide to the school (you may choose more than one option).

Accounting/Finance		Communications		Hospitality		Research	
Administration		Community Engagement		Human Resources		Retail shop (specify)	
Advertising		Community Signboards		Illustration		Roofing	
Alcohol Supplier		Computer/IT		Legal Services		Science	
Animation		Database Entry/Management		Letterboxing/Postage		Showbag items – stickers, stress balls, stationery, small toys etc.	
Archiving/Preservation		Electrician		Lighting - Staging		Social Media Manager	
Architecture		Equipment Hire - Industrial		Management/Leadership		Sponsorship	
Art/Craft Supplier		Equipment Hire - Events (ie Marquees, tables etc)		Marketing		Sporting contacts – contacts with high profile clubs or players	
Asphalt Supplier		Event Management		Medical/First Aid		Sporting equipment	
Audio Visual/Sound Equipment		Floristry		Media		Sporting Memorabilia	
Auto CAD/Draftsperson		Food Supplier		Painting/Decorating		Tiling	
Bricklaying		Fundraising		Photography		Tourism	
Building/Construction		Furniture Removal		Playground Equipment Supplier		Transport/Logistics	
Business Planning		Gardening/Horticulture		Plumbing		Tree Surgery	
Carpentry		Glazing		Prizes – auction items, give-aways		Web Design/Management	
Carpet Laying		Graphic Design		Project Management		Writing/Editorial	
Catering		Health & Safety		Public Relations		Other:	
Choreography		Heating & Cooling Systems		Publishing		Other:	

Please return your completed form to the office. Thank you!

For further information about the Community Resource Database, please refer to the WNPS website to view the Community Resource Database Project Plan. The collection, use and storage of all personal data is in line with the school's Privacy Policy which can be viewed in the Policy section of the website. If you have any questions relating to the Community Resource Database Program, please email the volunteer Database Co-ordinators at

wnpsdatabase@gmail.com