POLICY ON RECOGNITION OF ACHIEVEMENT AND FINANCIAL CONTRIBUTION TOWARDS EXPENSES BY THE P&C ASSOCIATION

Objective:
This policy aims to:

- Recognise the achievement of an individual and/or team representing Glenhaven Public School in a competition at either a state or national level
- Allow the P&C Association to make a financial contribution towards, but not compensation of, the expenses associated with competing in the event

Coverage:
This policy covers both an individual performance and/or a team performance in a competition representing Glenhaven Public School at either a state or national level. This applies to any discipline, including sport.

Effective date:
This policy comes into effect at the beginning of Term 1, 2015

Rationale:
The main intent of this policy is to recognise the achievement of a student rather than make a substantial contribution towards the expenses associated with participating in the event.

As such, the amount contributed will be:

- a flat fee per student that is granted to each student either as an individual or as a member of a team
- applicable for competitions at state and national levels only
- applicable for any discipline where the student is representing Glenhaven Public School
- will not vary based on the level of competition (i.e.: state or national) or the location in which the event will be held (i.e.; metro, regional or interstate).

This policy recognises that independent fundraising activities may also be undertaken by teams performing at a national level (e.g.; aerobics teams).

In developing this policy, it is understood that successive payments may be made to students representing the school at first a state level and then at a national level.
**Recommended financial contribution:**
The recommended financial contribution is a flat fee of $50 per student per event.

**Process for granting of funds:**
The onus is on the student, who will be the recipient of the funds, to complete the form that is attached.

To validate the student’s participation in the event both the parent/guardian of the student as well as the Glenhaven Public School staff member responsible for the event needs to sign the form.

The completed form needs to be submitted to the P&C via the P&C letterbox in the school’s administration office. The P&C will make the payment at the next available P&C meeting. The parent/guardian of the student will be notified by the school’s administration staff when the payment has been made/cheque is ready for collection.

Payments will only be made by cheque or direct credit to a nominated bank account to allow for accurate recording of these payments.

Once endorsed, the onus is on the P&C to communicate this new policy to the school community and ensure easy access to the form that needs to be completed (i.e.: place on the P&C profile of the school website).

This policy was endorsed on ____________________________ by:

Kath Dalla Fontana
President

Richard Hutchinson
Treasurer

Kim Old
Vice President

Cate Hayton
Vice President

Michelle White
Secretary

Last updated: 12 October 2014
RECOGNITION OF ACHIEVEMENT
REQUEST FOR FINANCIAL CONTRIBUTION

Name of student: ________________________________

Class: _______________________________________

Details of event at which the student is representing Glenhaven Public School:

Name of event: _________________________________

Date of event: _________________________________

Location of event: _______________________________

Level of competition (please tick one): ☐State ☐National

Preferred method for receipt of funds (please tick one): ☐Direct credit ☐Cheque

For payment by cheque:

Make cheque payable to: ________________________________

For direct credit:

Account name: ___________________________________

Bank: _________________________________

BSB: _________________________________

Account number: ________________________________

Signed: __________________________________________

Parent/ Guardian Date

________________________ _______________________

GPS Staff member responsible for the event Date

Last updated: 12 October 2014