

TRINITY COLLEGE GAWLER

PARENTS AND FRIENDS COMMITTEE MEMBER HANDBOOK



**North
South
Blakeview
Gawler River**

TRINITY COLLEGE GAWLER

PARENTS AND FRIENDS COMMITTEE

MEMBER HANDBOOK

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1. INTRODUCTION

Based on the philosophy that educating students is a privilege, and that teaching students is a vocation, Trinity College is committed to providing the highest quality education for all students.

We are open to all who want their children educated in a liberal and Christian tradition, regardless of their economic status or religious affiliation.

This philosophy remains true to the vision of the School's founders – a Group of Anglican parishioners from Gawler who wanted to establish a “college of excellence open to all in a caring Christian environment”.

From these humble beginnings in the early 1980s, the College has become one of the State's leading independent Schools, widely recognised for its high quality academic and vocational programmes, excellent staff, nurturing environment and superb facilities.

The College is comprised of six Schools, namely

- North
- South
- Blakeview
- Gawler River
- Open Learning Centre
- Montessori-Pre-School

Each of the Schools may form a Parent's and Friends Committee (P&F) which runs autonomously but is accountable to the Principal of the particular School, the Trinity College Council and the College Headmaster. Further detail about the structure and function of the Parents and Friends Committees can be found in the following section: “The P&F Charter”.

Despite the autonomy of each P&F, a Parents and Friends Executive Group meets monthly and is comprised of the President of the P&F from each School and the Headmaster. This is reflective of the commitment each School has to the collective whole of Trinity College.



2. THE P&F CHARTER

1. Organisational

The Trinity College Parents and Friends is a sub-Committee of College Council and comprises the Parents and Friends Groups from each School of the College. As such, its roles and responsibilities fall under the auspices of the Constitution of Trinity College Gawler Inc. Currently the College is undertaking a constitutional review and this charter will be amended to meet the results of that review.

2. Aims

- a) To foster and promote a cooperative caring relationship between all members of the College community.
- b) To foster development of Christian fellowship between all members of the College community.
- c) To support parents and staff in the development of students.

3. Objectives

- a) To actively support the development and activities of the College.
- b) To provide a forum for discussion of issues of interest to members regarding their children's educational and social welfare.
- c) To raise funds for the benefit of the College.

4. The Coordinating Committee

- a) A Coordinating Committee shall be established to coordinate the activities of the activities of the various School Groups and it shall comprise the following:
 - i) The Headmaster or his/her nominee;
 - ii) The Principal of each School or his/her nominee;
 - iii) One representative from the Parents and Friends Group of each School of the College;
 - iv) One member of College Council
- b) The Coordinating Committee shall elect a Chairperson and Secretary.
- c) The Coordinating Committee is responsible for:
 - i) the coordination of functions organised by the School Groups
 - ii) providing a forum of liaison between the School Parents and Friends Groups
 - iii) coordinating the expenditure that effects more than one School of the College.
- d) The coordinating Committee shall meet once at the beginning of the School year and another times if deemed necessary.

5. School Groups

- a) A Parents and Friends Group may be established at each School of the College
- b) Membership of a School Parents and Friends Group is open to:
 - i) All Parents and guardians of students enrolled at the College.
 - ii) Members of the College.
 - iii) Any persons with an interest in the College community.
- c) School Parents and Friends Groups shall hold an Annual Meeting for the election of officers during the first term.
- d) Each School Group shall nominate persons for the positions of:
 - i) President
 - ii) Vice-President
 - iii) Secretary
 - iv) Treasurer and
 - v) Representative to the Coordinating Committee
 and these shall form the Executive Committee of that School's Parents and Friends Group.
- e) A member may be nominated for more than one office.
- f) School Groups shall convene meetings of members and hold functions pursuant to the aims and objectives of the Trinity College
- g) The School Parents and Friends Groups will assess and prioritise these proposals, then refer them to the Principal, College Council and thereafter any relevant Group (eg. Grounds Committee, Staff etc). If approved by these Groups the proposal will then be a School function except those functions that may impact on the whole College community, these must have the approval of the Coordinating Committee.
- h) School Groups shall, with the approval of the College Council, hold such accounts with a recognised banking institution as it sees necessary. All office bearers are eligible to be signatories of the account(s) with any two to sign.
- i) School Parents and Friends Groups may be authorised to expend funds up to a maximum amount determined from time to time by College Council.
- j) The expenditure policy

Suggestions for the expenditure of funds in excess of the amount described above may be solicited by any member or Group of members of the College community. Proposals from staff members must have the concurrence of the Principal. Proposals are to be invited at the beginning of the first term each year, to be received and taken back to the full School Parents and Friends Group for ratification.

6. Reporting

- a) School Groups shall forward minutes of all business meetings including the Treasurer's report to the College Council for tabling. School Groups may also forward recommendations with supporting arguments to College Council.

- b) A Presidents report from each School Group shall be forwarded to the secretary of the College one month prior to the College AGM.
- 7. Financial**
- a) Each School Parents and Friends Group shall forward quarterly financial statements to the College Council.
 - b) Each School Parents and Friends Group shall forward an annual audited Income and Expenditure statement to the College Council within eight weeks of the conclusion of the financial year.



3. P&F EXECUTIVE GROUP

Currently the P&F Executive Group consists of:

- The Headmaster
- The Presidents of each School Parents and Friends Group

Meetings are held monthly and include:

- Discussion of College-wide issues such as
 - Parent information and distribution
 - College directions and planning
 - College celebrations and functions
- Guest speakers from within the College eg STARplex, College Council, Open Learning Centre etc.
- Sharing School news and P&F activities

The Executive Group plays an important role in bringing each School P&F together and reinforcing a “whole College” commitment and identity. It also provides a forum for raising awareness within the Group and consequently the rest of the College, about each School.



4. P&F COMMITTEE MEMBERSHIP

President

- Prepare agendas
- Chair School P&F meetings
- Attend P&F Executive Meetings and report back to the School based Groups.
- Prepare School calendar of events and distribute to all P&F members, School Principal, Staff and P&F Executive Group.
(The School P&F calendar of events is due to be submitted by mid Term 4 in preparation for the production of the College calendar.)
- Co-ordinate volunteers and / or guest speakers for functions etc.
- Prepare newsletter information
- Prepare articles for publications (ie: College Magazine)
- Prepare and present President's annual report for the AGM
- Source written reports required for the AGM
- Attend formal celebrations (ie Trinity Sunday, Speech Night) and host guests where applicable.

Vice President

- Manage the role of President if the President is unavailable
- Manage tasks delegated by the President

Secretary / Minutes Secretary (Can be 1 or 2 positions)

- Responsible for correspondence in and out.
- Responsible for writing and distribution of all minutes.
- Responsible for writing and distribution of all agendas.

Treasurer

- Responsible for providing financial reports
- Responsible for accurate account keeping
- Responsible for account payments and banking
- Organise signatories for cheque account.
- Account reconciliation
- Responsible for account payments and banking
- Organise external audit for AGM
- Present a written report for the AGM



5. SCHOOL ANNUAL GENERAL MEETINGS

It is the role of the P&F President, in consultation with his/her Executive Committee to arrange an Annual General Meeting of the School's P&F. The AGM is held once each school Year, and in keeping with requirements as set out in the Trinity College Gawler, Parents and Friends Charter, is to be held during the first term. (see section 2).

The meeting is to be held in any place determined to be suitable to provide adequate seating for the approximate number of attendees expected.

Each School P&F Group nominates persons for the positions of:

- President
- Vice-President
- Secretary / minutes Secretary
- Treasurer
- Committee members / Class Representatives / Fundraising Committee (dependant on the individual School structures)

These positions, once filled, shall form the Executive Committee of the School's P&F Group. An individual may be nominated for more than one office.

Individual Schools may also nominate specific roles for Committee members eg Catering Co-ordinator Fundraising Co-ordinator, Newsletter Co-ordinator.

Nomination Process

Advice of the date and location of the AGM is advertised via the School newsletter, nearing the end of each School Year and is further promoted early in the new School year prior to the AGM. As part of this advertising, advice as to the positions to be filled should also be given.

Nominations for any position on the P & F Committee of a School P&F Group should be made in writing to the Principal of the School.

At the conclusion of any outstanding business, the outgoing Executive Committee is formally "stood down" and elections are held with respect to the vacant positions. This election process is to be chaired by the Principal of the School. In the event that there is more than one nomination for a position, a secret ballot may be held to determine the selection to the vacant position.

Distribution Of Minutes

The outcome of the elections of all positions and any other business discussed shall be advertised to the School community in the form of Minutes of the AGM, which are posted on the School notice board and sent to any current members of the P&F. In keeping with the Trinity College Gawler, Parents and Friends Charter, a copy of the minutes is to be forwarded for tabling to the College Council.

Reports

At the AGM, reports will be tabled by the following:

- President
- Secretary
- Treasurer

Invitations

An invitation to attend a School P&F AGM should be extended to (but not limited to):

- The Headmaster and Deputy Headmaster of the College
- The Principal of the School
- Members of College Council
- All interested Parents and Members of the School Community
- Teachers
- A Guest Speaker(s) for the AGM



6. WHOLE COLLEGE FUNCTIONS –Role of the P&F

Trinity Sunday:

Each School hosts its own open day, with classrooms being available to visitors. Performances are showcased by the students for instance, music and band or drama and dance. Stalls and a sausage sizzle are commonplace. Following the open day all Students are expected to attend the whole college service at the STARplex theatre. The Parents and Friends Committee may be required to host visitors and dignitaries at the function.

GrandParents Day:

A day when GrandParents and Older Friends are invited to come to the School to see the Prep children in their learning environment. They showcase their work and may sing or dance for the visitors. Traditionally the P&F will provide a morning tea.

Speech Night:

Each School has a speech night to celebrate the achievements of students throughout the year. It is primarily an awards ceremony, but also a chance to listen to a guest speaker, the principal and students giving an account of the year. P&F usually cater for supper and host visitors and special guests.

Induction/Orientation Day:

Generally for the new Reception students and families, but also for the years 7 and 8 new comers. The purpose of this day is to show the new students and families around their new surroundings and to answer any questions they may have. It is also used to communicate important information such as bell times, uniform expectations etc. The P&F are usually called upon to provide a cuppa!

Sports Day:

Senior and Junior Schools conduct separate sports days at their individual Schools. The Parents and Friends Committee has traditionally been instrumental in the catering of luncheon on that day. A sausage sizzle is a wonderful fundraiser, and for some, a gastronomic delight!

Information nights:

Can range from teacher - parent information nights, to an evening with a guest speaker on a particular subject, for instance, the Asthma Foundation or a parenting course by Anglicare. Parents and Friends are sometimes required to provide a supper or some type of refreshment.

School Productions:

The School Drama Production is an annual event. The Drama students will do a performance on 2 consecutive nights. The P&F may be relied upon to provide supper.

Music Nights: Several music nights are held throughout the School year. Students showcase their talent individually, in duos, trios and larger Groups. The P&F are often asked to co-ordinate refreshments at interval.

Fundraising:

The P&F at each School will set their own fundraising events calendar. This could be anything from a quiz night to selling chocolates or cooking a sausage sizzle. The funds raised could go to such causes as providing books or equipment not already budgeted for by the School. All fundraising is performed with the view to assisting in purchasing items, which will benefit the students and the School.



7. P&F REPORTING REQUIREMENTS

As sub-Committees of College Council, each School P&F is required to formally report on its activities and finances.

College Council

Reporting requirements to College Council are outlined in the P&F charter. They include:

- All P&F business meeting minutes, including a treasurer's report, to be forwarded to College Council for tabling.
- Each School P&F shall forward quarterly financial statement to College Council.
- School P&F Groups may forward formal recommendations with supporting arguments to College Council.
- An annual audited Income and Expenditure Statement is required by College Council, from each School P&F, within eight weeks of the conclusion of the financial year.

School AGM

- Each P & F President is required to prepare a summary report of School P&F activities and achievements for the concluding school year, which is to be submitted to the School's Principal, due Term 4.

The President is required to formally present the report at the School's P & F AGM, which is held in Term 1 of the following school year.

- An annual audited Income and Expenditure Statement is required by the Principal prior to the P & F AGM, to be formally presented at the AGM.
- A Secretary's report for the year, is required to be presented at the AGM.

College AGM

- A copy of the President's report (as above) is to be forwarded to the secretary of the College one month prior to the College AGM. It is included in the formal reports of the previous school year that are presented and accepted at the meeting. The College AGM is usually held in Term 1 of the school year (April).

College Magazine

- A copy of the President's report (as above) is to be forwarded to School magazine Committee representative. Due Term 4. The magazine is released in the following School year

8. SCHOOL SPECIFIC INFORMATION

NORTH SCHOOL

P&F Meetings

1. Executive Committee composition:
 - President
 - Vice President
 - Secretary
 - Minutes Secretary
 - Treasurer



The Executive Group generally does not meet independently of the rest of the P & F Group. However, they have a more formal role on the Committee.

- The P&F Group is composed of any volunteer member of the School community who wishes to attend and participate in meetings and to be involved in various events through the year. FRIENDS of the P&F are also sought to act as class/house representatives and to assist where they can throughout the year. Although welcome to attend Committee meetings, they are not expected to do so.
- A Committee member, who is nominated at the meeting at which the activity or event is raised, coordinates each activity and event. In addition to taking on responsibility for organising the activity (with the assistance of a sub-Group if necessary) the coordinator is required to document all relevant details of the event for future reference. A folder containing all previous documentation is kept in the P&F cupboard in the Meeting Room. The coordinator is required to present a summary of the event at the Committee meeting following the completion of the event.

2. Frequency

There are usually two Committee meetings each term. These are held on Wednesday nights in the Meeting Room adjacent to the North Office. In addition to these meetings, the North School P&F hold a General Meeting once per term. The wider School community (including staff) are invited to attend. Guest speakers are arranged and supper is provided. General Meetings are held on Monday evenings in the Shilcock Room (Staff Room).

3. Structure

- Meetings are open to Committee members and FRIENDS of the P&F
- Meetings have an informal structure and are chaired by the President or Vice-President
- Minutes are read and accepted formally, votes regarding issues take place
- The Treasurer is required to present a finance review at each meeting.

4. Agenda / Minutes

- The minutes and forth-coming agenda are circulated one week prior to the meetings to all P&F members, the Principal, staff representative and to the

College Council. A copy of the minutes of each meeting is posted on the P&F notice board. The Agenda has a standard format, with regular agenda items and is prepared by the President/Secretary.

- In addition to standard agenda items, additional standing items include:
 - President's Report
 - Principal's Report
 - Treasurer's Report
 - Coordinator's Reports
 - College Council representative's Report
5. Staff representatives
- The Principal and other staff representatives generally attend the General Meetings. This time provides an opportunity for both the Principal and the Committee to ask questions and provide feedback etc. on relevant issues.
6. Finance
- The President, Vice President, Secretary and Treasurer (or other delegated members) are signatories on the chequebook.
 - Funding requests to the P&F are:
 - To be completed on the funding request form available in the front office
 - Submitted to the President to be discussed at the next P&F meeting
 - Discussed / debated amongst all persons present at the next P&F meeting.
 - School Principal's approval is sought.

Administration procedures

1. Event evaluation and documentation
 - The Secretary keeps blank copies of the documentation required to be completed by event coordinators. Once completed, these documents are used to report back to the Committee meeting and then are kept in a folder in the P&F cupboard for future use as required.
2. Newsletter articles and deadlines
 - School newsletters are produced fortnightly on the even weeks. The deadline for articles / items to be included in the North School newsletter is Tuesday, 12.00pm.
 - The P&F is allocated a section of the School newsletter.
3. Administration support
 - Distribution of P&F minutes and correspondence to members
 - Distribution of P&F fliers and information to School families via the eldest child
 - Receiving return slips and monies for P&F activities as required.

SOUTH SCHOOL

P&F Meetings

1. Executive Committee composition:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - School Principal

The Executive Group does not meet independently of the rest of the P & F Group. However, they have a more formal role on the Committee.

- The P&F Committee is composed of any volunteer member of the School community who wishes to attend and participate in meetings. General Committee meetings consist of a range of teachers and parents. Numbers attending at the meetings vary between 6 – 20 on any given evening.
 - Each activity and event is co-ordinated by a volunteer who is nominated at the discussion at the meeting at which the activity or event is raised. In addition to taking on responsibility for organizing the activity, with the assistance of a sub-Group, the co-ordinator is also required to document all relevant details of the event for future reference. A folder containing all previous documentation is held by the Secretary and / or President and information is stored on a computer disc to allow ease of storage and sharing of information.
2. Frequency

Meetings are held about 6 weekly, usually on Wednesday evenings in the South Meeting Room adjacent to the South School Office.
 3. Structure
 - Meetings are open to anyone from the School community who wishes to attend.
 - Meetings have an informal structure and are chaired by the President or Vice-President
 - Minutes are read and accepted formally, issues voted on if general agreement / consensus is not met.
 - Reports are given by the President, the Principal and Event Coordinator.
 - The Treasurer is required to present a finance review at each meeting.
 4. Agenda / Minutes
 - Minutes and agenda circulated within a week of the last meeting, either by email to persons who have requested them, or by mail. A copy of the minutes of each meeting are posted on the School notice board. The Agenda has a standard format, with regular agenda items and is prepared by the Secretary/President.
 - In addition to standard agenda items, additional standing items include:
 - Finance news
 - Principal's report
 - Grounds Committee Feedback
 - College Council report

5. Staff representatives

- The Principal attends all meetings. This time is used as an opportunity for both the Principal and the Committee to ask questions, provide feedback etc on relevant issues. A staff member as proxy may attend on behalf of the Principal.
- A P&F Committee representative attends Grounds Committee meetings to provide input into their planning and activities from a P&F perspective. A roster of volunteers is established early in the school year.

6. Finance

- The Principal, President and Treasurer are signatories on the cheque book.
- Funding requests to the P&F are:
 - To be completed on the funding request form available in the front office
 - Submitted to the President to be discussed at the next P&F meeting
 - Discussed / debated amongst all persons present at the next P&F meeting.

Administration procedures

1. Event evaluation and documentation

- The Secretary keeps blank copies of the documentation required to be completed by event co-ordinators.

2. Newsletter articles and deadlines

- Campus newsletters are produced fortnightly.
- The deadline for articles / items to be included in the South School newsletter is Tuesday, 12.00pm.
- The P&F is allocated a section of the School newsletter.

3. Administration support

- Photocopying and distributed of P&F minutes and correspondence to members
- Maintaining a database of P&F member contact details
- Photocopying and distribution of P&F fliers and information to School families via the eldest child
- Receiving return slips and monies for P&F activities as required.

4. Contacting the South P&F:

There is a pigeon hole in the front office which is regularly checked. If you need to speak with a member of the South School Executive Committee a message and phone number can be left with the administration staff for follow up



BLAKEVIEW

P&F meetings - procedures

1. Committee composition
 - The Executive is composed of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Minutes Secretary



The Executive Group does not meet independently of the rest of the Committee. However, they have a more formal role on the Committee.

- The general P & F Group is composed of at least one class representative. In addition to contributing to P&F activities, class representatives act as conduits for information between the parents/carers of the class and the P&F. The Principal attends all P&F meetings. At least one Staff Representative attends meetings also.
 - A Catering Coordinator is nominated. This person will ask for and co-ordinate volunteers for various functions where refreshments are required for the ensuing month.
2. Frequency
 - Meetings held on the first Tuesday of every month (with the exception of School holidays). We assemble in the foyer of the administration office. Meetings begin at 7.30pm. We try to keep to a time frame of an hour and a half.
 3. Structure
 - Meetings are open to anyone from the school community who wishes to attend.
 - Meetings are reasonably informal in structure and are chaired by the President.
 - Minutes are read and accepted formally, issues voted on if general agreement/ consensus not met.
 - Reports are given by the President, Principal, and Catering Coordinator.
 - The Treasurer is required to present a written finance review at each meeting.
 4. Agenda / Minutes
 - Minutes and agenda circulated 1 week prior to meeting to all P&F members. The Agenda has a standard format, with regular agenda items and is prepared by the Minutes Secretary. The Minutes Secretary emails or posts (via student) a copy of the agenda and minutes.
 - In addition to standard agenda items, additional standing items include:
 - Principals report
 - Presidents report
 - Treasurers report

- Catering Co-Ordinators report
5. Finance
- The Principal, President, Vice President and Treasurer are signatories on the cheque book. However, only 2 signatures are required to sign a cheque. All new Executive signatories should present themselves to the Bank for 100 point check and sample signature. Along with a copy of the minutes from the AGM.
 - Funding requests to the P&F are:
 - to be completed on the funding request form, available in the front office
 - Submitted to the President to be discussed at the next P&F meeting
 - Discussed / debated and voted upon amongst all persons present at the next P&F meeting.

Administration - procedures

1. Newsletter articles and deadlines
 - School newsletters are produced fortnightly.
 - Items to be included need to be submitted to the Front Office by the Tuesday afternoon prior to the distribution date.
2. Stationary and postage
 - Any postage, stationary, photocopying or other administrative expenses incurred by the P&F, are billed at the end of the year.
3. Administration support is provided for:
 - Photocopying and distribution of P&F minutes and correspondence to members.
 - Photocopying and distribution of P&F fliers and information to School families via the eldest child.
 - Receiving return slips and monies for P&F activities as required
4. Contacting the Blakeview P&F:
 - There is a locked box in the front office which is regularly checked. Blakeview P&F also have a tray for mail in the front office. If you need to speak with a member of the Blakeview Executive Committee a message and phone number can be left with the administration staff for follow up.

GAWLER RIVER

P&F meetings - procedures

1. Committee composition
 - The Executive is composed of:
 - President
 - Vice President
 - Secretary
 - Treasurer



The Executive Group does not meet independently of the rest of the P & F Group. However, they have a more formal role on the Committee.

- The general P & F Group is composed of class representatives, at least 1 per class. In addition to contributing to P&F activities, class representatives act as conduits for information between the Parents/carers of the class and the P&F.
 - Each activity and event is co-ordinated by a volunteer who is nominated at the beginning of the year. In addition to taking on responsibility for organizing the activity, with the assistance of a sub-group, the co-ordinator also is required to document all relevant details of the event for future reference. A folder containing all previous documentation is kept by the Secretary.
2. Frequency
 - Meetings held monthly on Thursdays, with alternate day and evening times.
 3. Structure
 - Meetings are open to anyone from the School community who wishes to attend.
 - Meetings have an informal structure and are chaired by the President or Vice President.
 - Minutes are read and formally accepted, issues voted on if general agreement/ consensus not met.
 - The Treasurer is required to present a finance review at each meeting.
 4. Agenda / Minutes
 - Minutes and Agenda circulated 1 week prior to meeting to all P&F members, the Principal, Student Leaders, and staff representative. The Agenda has a standard format, with regular agenda items and is prepared by the Secretary.
 - In addition to standard agenda items, additional standing items include:
 - Finance news
 - Principal's report
 - Student Leaders feedback
 - Grounds Committee feedback

5. Staff / Student representatives

- The Principal attends daytime meetings for approximately ½ - 1 hour. This time is used as an opportunity for both the Principal and the Committee to ask questions, provide feedback etc on relevant issues.
- A staff member as proxy for the Principal attends evening meetings.
- Student leaders (2) are invited to attend day time meetings. Meeting dates and times are provided to the relevant staff member. The students provide feedback to the Committee about P&F activities and student needs.
- A P&F Committee representative attends Grounds Committee meetings to provide input into their planning and activities, from a P&F perspective. A roster of volunteers is established early in the School year.

6. Finance

- The Principal, President and Treasurer are signatories on the cheque book.
- Funding requests to the P&F are:
 - to be completed on the funding request form, available in the front office
 - submitted to the Principal for approval and to ensure that the P&F is the appropriate avenue for the funding request
 - forwarded by the Principal to the P&F Committee for discussion and action

Administration - procedures

1. Event evaluation and documentation

- The Secretary keeps blank copies of the documentation required to be completed by event co-ordinators.

2. Newsletter articles and deadlines

- School newsletters are produced fortnightly.
- Items to be included need to be submitted to the Front Office by the Wednesday afternoon prior to the distribution date.
- The P&F is allocated the back page of the School based newsletter.

3. Stationary and postage

- Any postage, stationary, photocopying or other administrative expenses incurred by the P&F, are billed each term.

4. Administration support is provided for:

- Photocopying and distribution of P&F minutes and correspondence to members.
- Maintaining a database of P&F member contact details
- Photocopying and distribution of P&F fliers and information to School families via the eldest child.
- Receiving return slips and monies for P&F activities as required

APPENDIX 1

TRINITY COLLEGE PARENTS AND FRIENDS

FUNDING REQUEST

- Funding requests to the Parents and Friends Committee are to be completed using the format outlined on the following pages.
- Requests should not exceed two (2) pages in length
- Completed request forms are to be submitted to the Principal of the School, who will determine if the P&F is the most appropriate source of funding for the request. If so, the request will be forwarded to the P&F Committee for consideration.
- Completed forms need to be submitted at least six (6) weeks prior to the need for funds, to allow adequate time for processing and decision making.
- Contact the P&F Committee (via the front office) if you do not receive acknowledgement of receipt of your request within two (2) weeks.
- You should expect to receive feedback about the outcome of the request within the six (6) week time frame, as above.
- Requests for funding for individual or team pursuits, should be directed to the Foundation Grants of Excellence program through the Director of Development.
- For further information, contact the P&F President or Secretary, of the respective School, via the front office.

TRINITY COLLEGE PARENTS AND FRIENDS

FUNDING REQUEST

<u>SCHOOL / HOUSE: (Please tick and indicate which House)</u>	
<input type="checkbox"/> NORTH	House: _____
<input type="checkbox"/> SOUTH	House: _____
<input type="checkbox"/> BLAKEVIEW	House: _____
<input type="checkbox"/> GAWLER RIVER	House: _____
<u>TITLE / NAME OF PROJECT OR ACTIVITY:</u>	
<u>APPLICANTS CONTACT DETAILS:</u>	
<u>Name:</u>	
Staff/Student/Grounds Committee/ Other (please state)	
<u>Class:</u> _____	<u>House:</u> _____
<u>Email / Phone number:</u>	
DATE FUNDS REQUIRED:	
TOTAL FUNDS \$ REQUESTED:	

PROJECT DESCRIPTION:

(Describe the proposed use of the funds)

BACKGROUND AND BENEFITS:

(Provide a brief background to the funding request, indicating the need for the funds and the likely benefits in economic, environmental and social terms for The School and it's students, staff and families.

HAVE YOU APPLIED FOR FUNDING FROM OTHER SOURCES FOR THIS REQUEST? (If so, please state details, including amount requested)

PLEASE PROVIDE A DETAILED BUDGET FOR THIS REQUEST: (Inclusive of GST)	
<u>ITEM</u>	<u>TOTAL \$</u>
<u>PROJECT TOTAL</u>	

P&F COMMITTEE RECEIPT OF FUNDING REQUEST

PROJECT TITLE:

DATE RECEIVED

SIGNED
(forward copy to applicant)

TITLE

APPROVAL by Principal

Principal's Signature

Date