



Policy on Student Representation

This Policy is designed to recognise and support students' achievements.

Highfields State School Parents & Citizens Association (HSS P&C), at its discretion, offers financial support to students of Highfields State School who represent Highfields State School at a State, National and International level in sporting or cultural events endorsed by Education Queensland upon written request to the Association.

To fund this support the HSS P&C will support the conduct of one fundraising activity. The following guidance is provided for the organisation and conduct of the event:

- Each fundraising calendar is to include a **placeholder in Term 2** for a Student Representation Fundraising Event (The event type to be proposed to the HSS P&C by the volunteers coordinating the event. Event types should consider the participation of beneficiary students).
- Additional fundraising events may be held throughout the year through negotiation with the P&C, conditional on the event having no conflict with already programmed activities. Requests to conduct additional events should be supported by a Fundraising Approval Application (refer to fundraising policy for guidance on the completion of the Fundraising Approval Application).
- The Volunteer Coordinator/Fundraising Coordinator/Fundraising Committee/P&C Executive is to advertise for volunteer(s) to coordinate and support this event. Where appropriate numbers of volunteers are not available to coordinate this event the HSS P&C will not be able to offer financial support to student representatives for that calendar year. Parents of children who represented the school in the previous year will be considered as initial contacts should volunteers not be forthcoming.
- The fundraising activity to be conducted must be **approved and undertaken in accordance with the HSS Fundraising Policy**.

To qualify for support students must:

- Have participated in an Education Queensland endorsed event (as an individual or part of a team or group),
- Be able to demonstrate that their representation has been reached through their initial involvement at the school level, and
- Submit the attached application form (one form per event) together with copies of receipts for all expenses incurred no later than 1 November (to allow distribution of funds to be ratified at the final P&C meeting each year).

On selection as a school representative, students will be presented with a congratulatory letter by a P&C Executive Member at a school assembly (even if they choose not to accept the role, as the purpose of the letter is to congratulate the achievement).

On receipt of the application for assistance a letter acknowledging the receipt and encouraging support of fundraising activities will be sent, where additional information is required (e.g. no receipts), this letter will include a request for the additional information.

Allowable claims for assistance may include:-

- Accommodation costs up to a maximum of \$60 per night for the number of night's equivalent to the duration of the actual event.
- Team uniform costs for a single set of the uniform items that are compulsory to participate at the event.
- Travel costs for a **single** mode of transport only chosen from –
 - Economy flight, OR
 - Coach, OR
 - Rail, OR
 - Private vehicle expenses. *Private vehicle expenses may only be claimed when the total distance travelled to and from the event is in excess of 400 kilometres. The vehicle expenses will be calculated in accordance with the Australian Taxation Office cents per kilometre allowance found at <http://www.ato.gov.au/individuals/content.aspx?doc=/content/33874.htm>*
 - Any other compulsory fees charged by the managing authority (e.g. team photo).

Items that cannot be claimed include:-

- Additional uniform items or non-compulsory uniform items
- Food and other incidental expenses while at the competition
- Travel or accommodation costs for family members accompanying the competing student
- Any expense that the student has previously received an allowance or grant for
- Excess baggage charges.

The level of assistance will be:

- determined based on the funds raised,
- calculated in early November each year,
- portioned based on the cost of attending,
- up to the maximum of the cost of attending,
- guided by the student representation funds allocation template (this template enables:
 - the funds to be apportioned equally based on the funds raised and the compulsory expenses incurred,
 - a record of all claim details for each calendar year to be maintained,
 - the reduction of the manual calculation required to distribute the funds, and
 - the amount paid by the P&C is validated to ensure the amount P&C contribution plus any other funds received doesn't exceed the total expenses incurred),
- ratified at the November HSS P&C General Meeting (parents of beneficiary students will be excluded from the ratification vote),
- provided as a cheque to the parent/guardian nominated on the application form.

Application for assistance for Student Representation

To the Highfields State School Parents & Citizens Association

I wish to apply for subsidy assistance for (Name): _____ (Year Level) _____
to support his/her participation in (name of team or group): _____
at (name of Activity/Meet/Fixture): _____
held (Date of Activity/Meet/Fixture): _____

**Detail compulsory amounts paid for Student Attending (only)¹
(Please attached copies of receipts for all expenses incurred)**

Accommodation: Up to \$60 per night.	\$	_____
Compulsory Uniform:	\$	_____
Student Travel:	\$	_____
Other Compulsory Fees (please specify):	\$	_____
Total	\$	_____
Grants/Sponsorships Received	\$	_____

Signature of parent/guardian: _____

Name: _____

Cheque to be paid to: AS ABOVE / _____
(cross out if not applicable)

Email Address: _____

Principal / Head of Department Statement

I verify that the above representation is for a school-based activity at a State/National/International level and that the costs stated will be incurred.

Signature of Principal / Head of Department: _____

Name (please print): _____ Date: _____

P&C Executive Representative

Allowable Expense Total = _____

Reason if different from above total: _____

Signature of P&C Representative: _____

Name (please print): _____ Date: _____

¹ Parents costs are not to be included.