



Yeppoon State High School Parents and Citizens Association Student Representation Policy

Yeppoon State High School Parents & Citizens Association (YSHS P & C) at its discretion, offers financial support to its students who participate at a regional/district, state, national and international level in Queensland Department of Education sanctioned events or other recognised events upon written request to the Association.

This policy is designed to recognise and support students' achievements. To qualify for support, students must meet the following criteria:

1. Students must have participated in events sanctioned by the Queensland Department of Education. Their representation must have been reached through their initial involvement at the school level.
2. Students may receive a maximum of \$250 in support in a 12-month period. Any level of support above this amount for any student requires agreement from the YSHS P & C Executive, with minuted reference to discussion at a YSHS P & C meeting and agreement of additional support.
3. The attached application form - Form 1 - must be completed by the parent/caregiver and signed by the Principal/Head of Department, verifying that the student is participating in a school-based activity.
4. If the request for assistance is related to a Recognised Event, and provided the student is currently enrolled at Yeppoon State High School, application can be made for financial assistance by completing the attached application form – Form 2. The form must be completed and signed by the student and the parent/caregiver, with supporting documentation providing evidence of selection or achievement of representation at the level of support requested (e.g. letter from governing body confirming selection; letter/email from representative level coach or administrator; declaration by parent/caregiver affirming selection and level of support requested).
5. The appropriate request must be completed and lodged with the YSHS P & C along with copies of all supporting documentation at least 28 days prior to the events start date or as soon as possible after notification of the event (whichever is the sooner).
6. A "Recognised Event" is any event which is not sanctioned by the Queensland Department of Education but in which a student is chosen or accepted to participate as a result of achievements or opportunities related to their schooling endeavours.

Form 1 - Application for Assistance for Student Representation at a Queensland Department of Education Sanctioned Event

To the Treasurer, Yeppoon State High School Parents & Citizens Association

I wish to apply for subsidy assistance for _____ (name)

to support his/her participation at _____

_____ (name of and location of event)

to be held on _____ (date of event)

Details of anticipated costs (or attach copies of invoices received):

Accommodation: \$ _____

Basic uniform: \$ _____

Registration: \$ _____

Travel: \$ _____

Other (please specify): \$ _____

Total \$ _____

We have received no other financial assistance for these event / we have received assistance from other sources in the sum of \$ _____ for this event. (Strike out and complete as necessary).

Signature of parent/guardian: _____

If approved, funds can be deposited to:

Account name: _____

Financial institution:

Account No: _____

BSB: _____

PRINCIPAL/HEAD OF DEPARTMENT STATEMENT

I verify that the above representation is for a school-based activity at a regional/district state/national/international level and that the costs stated will be incurred.

Signature of Principal/Head of Department: _____

Name (please print): _____ Date: _____

Form 2 - Application for Assistance for Student Representation at a Recognised Event

To the Treasurer, Yeppoon State High School Parents & Citizens Association

I wish to apply for subsidy assistance for _____ (name)

to support his/her participation at _____

_____ (name of and location of event)

to be held on _____ (date of event)

Details of anticipated costs (or attach copies of invoices received):

Accommodation: \$ _____

Basic uniform: \$ _____

Registration: \$ _____

Travel: \$ _____

Other (please specify): \$ _____

Total \$ _____

I have received no other financial assistance for these event / I have received assistance from other sources in the sum of \$ _____ for this event. (Strike out and complete as necessary).

Signature of parent/caregiver: _____

Signature of student: _____

If approved, funds can be deposited to:

Account name: _____

Financial institution: _____

Account No: _____

BSB: _____

PARENT/CAREGIVER STATEMENT

I verify that the above representation is for a recognised event at a district/regional state/national/international level and that the costs stated will be incurred.

Signature of Parent/Caregiver: _____

Name (please print): _____ Date: _____

ATTACHED SUPPORTING DOCUMENTATION: _____

YSHS P & C

POLICY CONSIDERATIONS AND CONDITIONS FOR INDIVIDUAL STUDENT SUPPORT

Please read carefully the conditions below so that you are aware of your obligations.

1. Your behaviour, attitude and effort at school should be such that it warrants your being a representative of Yeppoon State High School (YSHS).
2. As a representative of YSHS, your commitment and behaviour while away should be of a high standard in keeping with the values and reputation of YSHS.
3. Your application must be completed in full and supported by copies of travel bookings and or related quotes, plus a brief letter explaining in your own words, why your application should be considered by the P & C Executive Committee. Alternately you may attend at a YSHS P & C meeting and provide this explanation orally.
4. Other financial support or sponsorships must be fully disclosed with your letter of application.
5. Your application must be supported and signed by the relevant YSHS Head of Department or parent/carer) for Recognised Events. Only applications recommended and submitted by the relevant YSHS Head of Department or parent/carer will be considered by the P & C Executive Committee.
6. The P & C Executive Committee will take into account other P & C commitments and objectives when assessing applications for student support, and reserves the right to accept or decline applications, and or vary the amount of financial support. Other considerations may include (but are not limited to):
 - a. Current financial position of the P & C;
 - b. The number of requests received in respect to a particular event;
 - c. Other funding provided to the student from other sources;
 - d. The student's personal circumstances and the financial capacity of their family to assist the student;
 - e. Any other issue the P & C deem as relevant at the time.
7. Support by the P & C to students is an ex gratia (out of goodwill) arrangement and should not be considered to be provided as a right. Parents and students must do their best to meet the requirements of the P & C in order for their application to be considered favourably.
8. When you return from your trip the P & C Association would be pleased to hear about your experience in representing YSHS.

YSHS P & C

POLICY CONSIDERATIONS AND CONDITIONS

FOR GROUP STUDENT SUPPORT

Please read carefully the conditions below so that you are aware of your obligations.

1. Students' behaviour, attitude and effort at school should be such that it warrants them being a representative of Yeppoon State High School (YSHS).
2. As a representative of YSHS, the students commitment and behaviour while away should be of a high standard in keeping with the values and reputation of YSHS.
3. Any application for Group Student Support must be supported by copies of the Curriculum Variation to Routine for the group activity/event and or travel bookings, related quotes, plus a brief letter or presentation to the P & C by a student or staff member, why the application should be considered by the P & C Executive Committee.
4. Other financial support or sponsorships must be fully disclosed with the letter of application.
5. The application must be supported and signed by the relevant YSHS Head of Department. Only applications recommended and submitted by the relevant YSHS Head of Department will be considered by the P & C Executive Committee.
6. The P & C Executive Committee will take into account other P & C commitments and objectives when assessing applications for Group Student Support, and reserves the right to accept or decline applications, and or vary the amount of financial support. Other considerations may include (but are not limited to):
 - a. Current financial position of the P & C;
 - b. The number of requests received in respect to a particular event;
 - c. Other funding provided to students or the group from other sources;
 - d. Any other issue the P & C deem as relevant at the time.
7. When considering group applications for assistance the P & C will provide a lump sum amount to be used for the purposes of the event. In order to ensure P & C funds are distributed fairly amongst all students group funding will not amount to the same level of funding per student as is provided to individual student applications.
8. Students participating in group activities where funding has been already requested from the P & C will not be considered for individual funding for the same event as well unless (in the P & C's opinion) there are exceptional circumstances.
9. Support by the P & C to students is an ex gratia (out of goodwill) arrangement and should not be considered to be provided as a right. Parents and students must do their best to meet the requirements of the P & C in order for their application to be considered favourably.
10. When students return from any trip the P & C Association *would be pleased to hear about the experience.*