

# Student Representation Policy



## P&C support for student representatives

The provision of funding to assist students with representative activities is covered by the P&C Constitution (clause 3.4), which states that one of the functions of a P&C Association is to:

*“give, or assist in the giving of, financial or other resources or services for the benefit of persons who receive educational instruction at the School”*

P&C Associations should have a policy on how such support is to be administered within their school to ensure equal treatment of all representatives applying for assistance.

P&Cs should also keep in mind when developing policy, that although you may only have one representative one year, there could be a dozen the next. Therefore, the P&C's ability to provide consistent support in all instances should be considered.

The following sample forms may be adjusted to suit your P&C.

# Student Representation Policy



## Kenmore South State School Parents & Citizens Association Student Representation Policy

Kenmore South State School Parents & Citizens Association, at its discretion, offers financial support to its students who participate at a state, national and international level in Queensland Department of Education sanctioned 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 \$650 in support in a 12-month period. Each event will require its own application.

The following levels of assistance will apply for individuals:

State	\$150.00
National	\$500.00
International	On application

3. The attached application form 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. International applications may be considered on request.
4. This application is for reimbursement for student representative activities at a state and national level. Successful applications will result in funds being deposited in to your nominated account AFTER participation of the event.

# Application for Assistance for Student Representation

## To the Executive, Kenmore South State School Parents & Citizens Association

I wish to apply for subsidy assistance for \_\_\_\_\_ (name)

to support his/her participation at \_\_\_\_\_ (name 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 \$ \_\_\_\_\_

If approved, funds can be deposited to:

Account name: \_\_\_\_\_

Financial institution: \_\_\_\_\_

Account No: \_\_\_\_\_

BSB: \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_

**Name of parent/guardian:** \_\_\_\_\_

### 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: \_\_\_\_\_