

HIP POCKET WORKSHOP

Registration Form



Congratulations on deciding to host a Hip Pocket workshop in Term 1 or 2 in 2009. YWCA NSW delivers these workshops throughout NSW and is funded by Citi Foundation until 30 June 2009.

Hip Pocket is designed to challenge student's thinking about managing money and the many ways marketers target young people as consumers. *Hip Pocket* provides students with skills and tools that enable them to make informed decisions about their spending choices.

This Registration form outlines our mutual obligations to ensure the smooth running of your workshop.

We wish to register to run a Hip Pocket workshop:

School: _____ **Website:** _____

Address: _____

Suburb: _____ **State:** _____ **Postcode:** _____

Contact Person: _____ **Position:** _____

Phone: _____ **Mobile:** _____

Email: _____

Hip Pocket is a one day workshop for 60 – 80 Year 10 and/or Year 11 students

Students undertaking the program are in Year: 10 or 11 (please circle)

Estimated number of students to participate: _____

Gender of students participating (please circle): Male Female Mixed

Date/s of the Hip Pocket Workshop/s: _____ (Term 1 or 2 ONLY)

An invoice for the participant fee of \$7.00 (GST exempt) per person attending the Hip Pocket Workshop will be sent to the school/college at the completion of the program.

Hip Pocket Materials are Copyright.

The school warrants by completing this agreement that all Hip Pocket materials are copyright and will not be copied or used for any purpose including education.

Cancellation Policy:

Due to the resources involved in planning and preparing Hip Pocket workshops, an administration fee of \$200 is chargeable in the event that the school cancels a workshop within 14 days of the workshop taking place. Cancellations must be received in writing, outlining reasons for cancellation, and are only effective once the cancellation has been formally acknowledged; usually by e-mail. The late cancellation of workshops has great impact on YWCA NSW due to our commitment to our funding organisation and obligations to meet our contractual agreement with regard to the number of workshops we deliver. Cancellations also impact our relationships with mentors who volunteer their time to attend workshops. Please note: schools that cancel will not have preference for future workshops.

Responsibilities of YWCA NSW

- Deliver Hip Pocket in the form of a one day workshop in a venue at your school
- Provide materials and resources for student and mentor use at the workshop
- Provide promotional material for the school to distribute to students
- Secure mentors and brief them ready for the workshop
- Ensure all mentors have read, signed and returned a Prohibited Employment Declaration form in accordance with Child Protection legislation
- After the workshop, provide a tax invoice to the school based on the confirmed number of students
- Provide a Certificate of Attendance for each student from a list of attendees supplied by the school.

Responsibilities of the School

- Meet with YWCA NSW staff if a pre-visit is scheduled for the workshop
- Promote the workshop to students
- Collect workshop fee from students
- Confirm the number of students attending at least 2 weeks prior to the workshop
- Following the workshop, and on receipt of a tax invoice, forward payment
- Maintain a student roll on the day and provide copy to YWCA NSW for certificates to be created
- Ensure two teachers attend the workshop.

Confirming attendance at the Workshop

Exact numbers, with a minimum of 60 and maximum of 80 students needs to be confirmed two weeks prior to the workshop. Mentors, professional people from the community, volunteer their time to attend the workshop with some taking annual leave. To ensure adequate mentors for your workshop it is critical that we have student numbers 2 weeks prior to the workshop.

Photography

On occasion YWCA NSW staff may take photos of the workshops, some of which may be used for promotional purposes on our website or in publications. We ask that the school inform parents (and students) of this possibility. With prior notice we may also invite local media to attend some of the workshop.

Should there be a student that has not given permission to be photographed please advise YWCA NSW staff on the day to ensure privacy rights are preserved. Please discuss any concerns the school has regarding this area with the YWCA co-ordinator in advance of the workshop.

Child Protection

YWCA NSW will ensure that all mentors involved in the workshop will have read, signed and returned a Prohibited Employment Declaration form in accordance with Child Protection legislation, prior to attending the workshop.

Checklist for workshop:

- Room booked to accommodate workshop with projector screen (see Set Up Document for details)
- Access to room arranged at least 45 minutes prior to start
- Tables & chairs available for groups of 8 (see Set Up Document for details)
- Catering for mentors discussed and arranged with YWCA Coordinator
- School bell times provided to YWCA Coordinator

Signed as an Agreement

SCHOOL:

YWCA NSW

School Principal

Position

Name

Name

Signature

Signature

Date

Date

Fax to YWCA NSW on: 02 9283 2485 or email: hippocket@ywcansw.com.au