

Costing Extra Curricular School Activities

Guidelines and procedures

To provide for extra curricular activities to be cost neutral to the school and the required volunteers.

At West Park School:

- Any additional costs of extra curricular activities are met by a general levy on those who indicate that they wish to attend the event.
- The minimum number of volunteers required to ensure the success and viability of an activity, over and above any staff attending, is determined by the Principal in consultation with the organising teacher/s.
- Volunteers required are offered to have their actual and reasonable direct costs associated with the activity, as determined by the Principal in consultation with the organising teacher/s, met or reimbursed as appropriate.
- Where more than the minimum number of volunteers are available, only the costs of the minimum number, in the order that they volunteered, is met. The exception to this 'first come first serve' guideline is that the Principal may, at his or her discretion, include in the minimum number a volunteer with a required skill to ensure the success or viability of the activity.
- Staff required to attend an activity have their costs met from general school fund.

ADOPTED: AUGUST 2020

DUE TO BE REVIEWED: AUGUST 2023