

Guidelines for Organising Hub Workshops



These are just a few ideas to give you some assistance if you need it. Please contact HEIA (SA) if you need further support - that's what we are here for!!

Remember that we hope to encourage Hub Groups to meet about once a term. The nature of these gatherings are entirely up to the group to determine, however there are some expectations set down by the Agreement with CEASA and DECS that affect workshops providing T&D. It is a CEASA and DECS expectation that participants are charged a nominal fee to attend workshops.

1. Identify the workshop **topic or theme** and potential **presenter**. The funding can be used to pay presenters fees and assist with travel expenses if required.
Contact the presenter to determine times and dates.
2. Decide on an appropriate **venue**, usually a school Home Ec Centre - it does not have to be the Contact School- perhaps schools in the region can take it in turns to be the hosts.
3. Develop a **Flyer or Invitation** to send out to local schools in the Hub. Fax, email, courier or post as needed.
Ensure the flyer contains date, time, location (plus map if needed), description and main aims, RSVP date (usually several days before you really need the cut-off date) and contact details. If payment is to be made using the Flyer as an invoice, then the words Tax Invoice and ABN Number (86 993 863 921) need to be included.

CEASA and DECS both want their logos on the flyer, and it would be great to include the HEIA one too!

4. **Fee Structure.**

We all want to keep these to a minimum, but the funding agreement is quite clear that HEIA members and DECS employees get reduced fees to non members and non DECS employees. It is suggested that non members are charged 20% more.

Funding may not be used for food and drinks, so this component needs to be covered in any fees set.

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5. Confirm **room arrangements and equipment** needs for the workshop, and liaise with host venue to provide these. Keep a record of costs and charges (receipts) for reimbursement
6. Record RSVPs as they accumulate.
7. **Receipts.**
A receipt book is available from HEIA to record all moneys paid in. Receipts / invoices are required for all claims, and these need to be forwarded to the HEIA treasurer for reimbursement.
8. Plan **refreshments** to fit in with your fee structure.
9. In addition to workshop materials, some items that need to be printed off ready for the workshop include:

Registration Form - please use the standard one provided by the Funding Agreement as this data is used to evaluate the effectiveness of the grant.

Agendas

Certificates – We will send you some HEIA certificates for this, wither you send us the outcomes and we produce and sign them ready for the participant's name, or if you prefer, we can just send you the blank certificates. A standard proforma is provided with these guidelines.

Evaluation Forms – again, please use the standard one provided under the agreement

Please send school invoices / receipts to claim photocopying expenses.

10. It is a good idea to contact the presenter and host a few days before to workshop to confirm arrangements and check that all is organised.
11. **On the Day:**
Get there early to check equipment is working and the room is set up as the presenter would like.
Welcome participants and provide assistance to the presenter / host school as needed.

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Make sure that the registration forms and evaluation forms are completed.

Introduce yourself and acknowledge the funding role from CEASA , DECS and HEIA

(PDF Chris Moad)