

Parent **Supporter Group**

Welcome to the BGS Parent Group and thank you for volunteering your time!

There are many Parent Supporter Groups that are active within our vibrant BGS community. The parent support groups exist to assist the School meet its program objectives in both a development sense as well as providing administrative/event assistance to the Director and Teacher in Charge (TIC) when required.

The groups provide current parents, Old Boys and past parents with a stronger connection to the group, through communication, events and any participation with any assistance as required.

The groups promote and maintain the BGS Core Values - integrity, respect, passion and accountability.

This manual has been developed to assist your parent group, in accessing information that is related to your role within the School.

This manual includes information regarding:

- BGS Contacts
 - BGS Development Office
 - Parent Support Groups on BGS Website
 - Merchandise
 - Members Email
 - Organising Functions
 - Fundraising
 - Suggested Group Structure and Role Descriptions
 - Check List
 - Templates
 - Start Up Grant Application
 - Membership Information & Diary Dates for members (newsletter/School Stream)
 - Meeting Agenda
 - Meeting Guidelines
 - Event & Venue Guide
 - Event Type Suggestions
 - Event Check List
 - Venue Options
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BGS School Contacts

Title	Name	Email
Director of Advancement	John Philips	jphilips@brightongrammar.vic.edu.au
Maintenance	Doug McKelvie	dmckelvie@brightongrammar.vic.edu.au
BGS Caterer	Liz Jeffrey, Alliance Catering	Food.bgs@alliancecatering.com.au
Room booking	Michelle Fisher	mfisher@brightongrammar.vic.edu.au
Director of Music	Jared Furtado	Jfurtado@brightongrammar.vic.edu.au
Head of Drama	Michael Kent	Mkent@brightongrammar.vic.edu.au
Director of Sport	Luke Stewart	lstewart@brightongrammar.vic.edu.au
TIC - Athletics	Meg Adem	Madem@brightongrammar.vic.edu.au
TIC - Badminton	Luke Stewart	lstewart@brightongrammar.vic.edu.au
TIC - Basketball	Cam Taylor	ctaylor@brightongrammar.vic.edu.au
Director of Cricket	Peter Shepard	pshepard@brightongrammar.vic.edu.au
TIC - Cross Country	Mark Dowley	mdowley@brightongrammar.vic.edu.au
TIC – Diving	Luke Stewart	lstewart@brightongrammar.vic.edu.au
Director of Football	Rob Shaw Tim Marshall	rshaw@brightongrammar.vic.edu.au marshallt@brightongrammar.vic.edu.au
TIC - Hockey	Luke Stewart	lstewart@brightongrammar.vic.edu.au
Director of Rowing	Dick Bartlett	dbartlett@brightongrammar.vic.edu.au
TIC - Rugby	Josh Moore	jmoore@brightongrammar.vic.edu.au
TIC – Sailing		
TIC -Snow Sport		
TIC - Soccer	Luke Stewart	lstewart@brightongrammar.vic.edu.au
TIC -Swimming	Natalka Kostraby	Nkostraby@brightongrammar.vic.edu.au
TIC - Tennis	Peter Furey	Pfurey@brightongrammar.vic.edu.au
TIC - Touch Football	Anthony Keane	Akeane@brightongrammar.vic.edu.au
TIC - Water Polo		

BGS Development Office

The Development Office has many responsibilities including community engagement initiatives (alumni, past parents and current parents), and provides support to the wider community, including BGS Support Groups in a number of ways. This includes assistance with the coordination of events, merchandise, fundraising ideas, publicity and advertising for events, along with other things such as the preparation and distribution of flyers.

The Development Office is located in the Rosstrevor Building, corner of Allee Street and Outer Crescent.

BGS Marketing & Communications (Marcomms) Office

Marcomms (Marketing & Communications) Office is responsible for the promotion and marketing of BGS, including managing the corporate image of the School. Please note, should you wish to use the BGS logo on any fliers or for inclusion on items such as tour hoodies or t-shirts these requests should come through the Marcomms Office for discussion and then approval. Contact Nicci Dodanwela on 8591 2270 ndodanwela@brightongrammar.vic.edu.au

BGS Website – Parent Support Groups

The School website contains information about Parent Support Groups and is located under the Community banner. It should provide a brief overview of the group and the contact details of your nominated group representative. Please mention in your brief, that to obtain information on upcoming events each BGS parent needs to activate your specific group on School Stream. You may consider creating your own group gmail account that can be passed onto incoming committee members. For example music is: bgs.fom@gmail.com

Any amendments or additions to this page should be directed to the Marcomms Office (after proofing). They will then check for style guide conformity and will forward to Website Manager. Contact Nicci Dodanwela on 8591 2270 ndodanwela@brightongrammar.vic.edu.au

BGS Merchandise

Merchandise for your group is a great way for people to feel connected. Merchandise ideas need to be approved by the TIC whom will then get approval from Headmaster. Ross Donnan is the Graphic Design contact and is located in the BGS Marcomms Office. Contact rdonnan@brightongrammar.vic.edu.au

Some ideas of merchandise for students or parents are:

- T-shirts
- Scarves
- Caps
- Jackets
- Stickers

Members Email

Support Groups need to obtain by consent and maintain their own database of members' email addresses. Due to privacy issues, this information cannot be obtained from the School, and must be collected by the group, unless consent is given.

You can obtain emails from an Event Launch, or send a message via school stream with your group contact email.

Organising Functions

As a Committee you may want to organise a social and or fundraising event for your group.

If you wish to organise an event please first check the Brighton Grammar calendar on the hub. It is suggested you have a dedicated person running events that communicates with the BGS staff and your Committee.

Once the purpose, proposed date and location of the event has been confirmed, on school grounds or off campus, the following procedure should be used as a guide.

Date and Venue

The date and venue for the event must be approved by the TIC.

Events within School Ground

Venue

To book the required BGS area contact BGS Operations Manager Michele Fisher on email

mfisher@brightongrammar.vic.edu.au

You will need to fill in an Events form and email to Michele [Click Here](#)

Catering

The School's catering department is located in the Canteen area, and is able to cater for most functions held at the School. The type of event and the catering required should be discussed with Michele Fisher. Event Form attached in Templates. Michele will also ensure your proposed event date doesn't clash with other events or School activities.

The Support Group assist with the decorating of the venue, setting tables and help clean up after the event. A closing date for RSVP's is required for catering purposes.

Maintenance

Grounds and Maintenance staff are able to help with transporting items of equipment within the school to the relevant event venue, and can advise on time you can access the room to set up.

Contact Maintenance for - AV requirements, Cleaners.

Please refer to the **School Functions Policy** located on the BGS website under the policy section for further information related to School Functions.

Events off School Ground

There are wonderful venues in the area, so there will be something to suit every occasion. We would encourage you to support the many BGS families that have businesses/connections in the area that may assist with your event. For example: DJ, Venue, Café, etc. Talk to the Development Office 8591 2271 and perhaps they can point you in the right direction.

Invitations and other publications

BGS uses School Stream and the newsletter to communicate to the parent community. Your notice should include, The Parent Support Group conducting the event, type of event, date, time, venue, cost and payment details if required.

Schoolstream

Information needs to be sent to schoolstream@brightongrammar.vic.edu.au using the following template

BGSPG – (Group) invites you to

Event Headline: *Example: End of Season BBQ*

When – (Date & Time)

Where – (Address)

Contact – Name at (Insert email) or (Insert mobile)

RSVP- by **(Insert Date)** to the email above

Additional information/forms/guidelines

Example: Booking advice, BYO beverages and a plate (sweet or savory). Dress code: smart casual.

You can add an attachment of invite.

Please note: School policy currently is two school stream notices per event.

Newsletter

Please send details to Nicci in marketing: ndodanwela@brightongrammar.vic.edu.au

The deadline for the newsletter is COB Tuesday's prior to the release on Thursday.

Fundraising

Fundraising needs approval from TIC and John Philips Director of Advancement, in the Development Office.

Key Contacts

The BGS Parent Group Executive is here to assist in any way we can to make your involvement with a BGS Supporter Group as straight forward and enjoyable as possible. The key contacts include:

Nicole Travers

Parent Supporter & Community Rep

M: 0407 587 803

E: nicole@nisam.com.au

Katie Flockart

President

M: 0419 148 208

E: katie@MiNCEvents.com.au

Mary-Jo Young

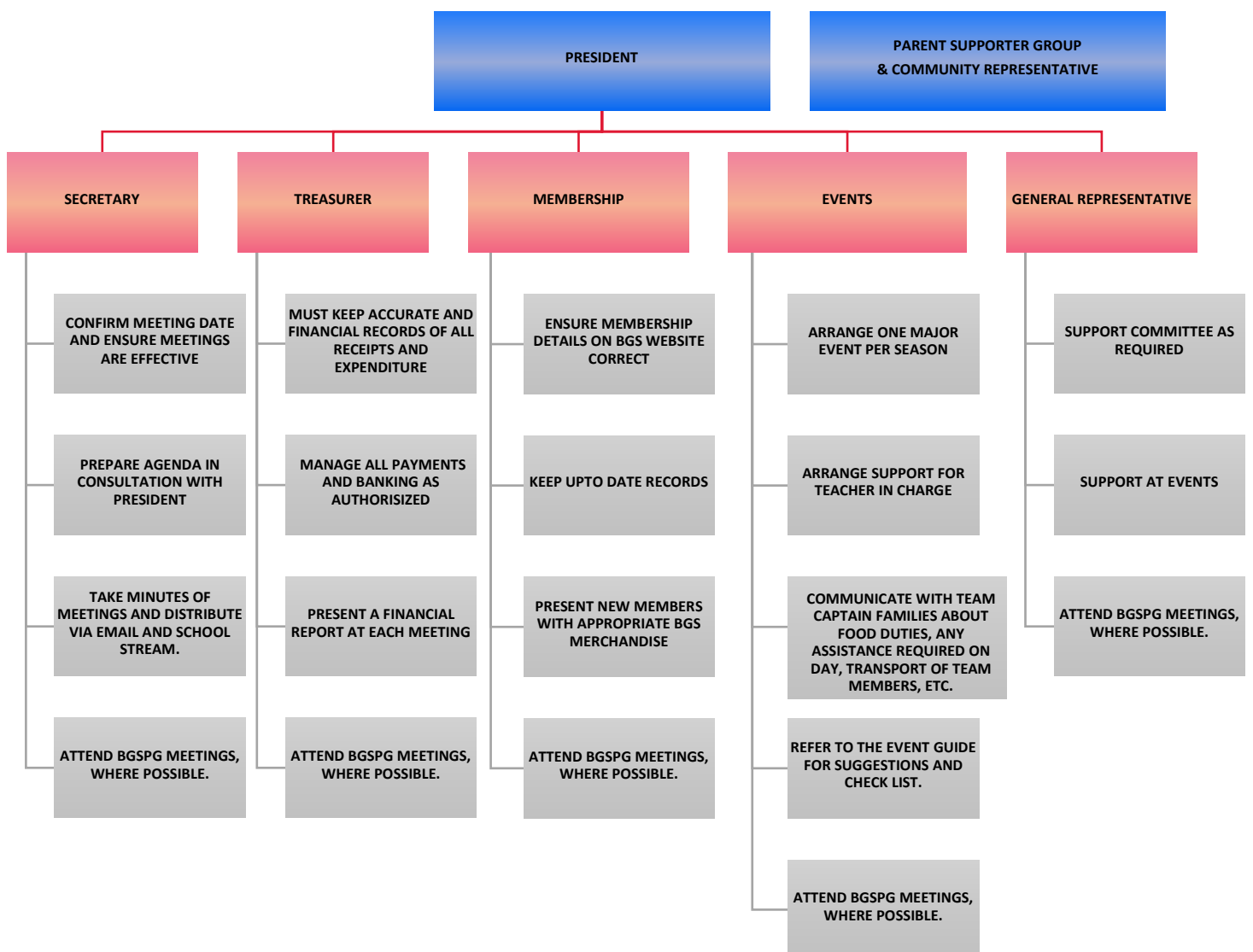
Vice-President

M: 0438 802 479

E: maryjoyoung@me.com

We look forward to working with you and of course if you have any queries at all, please don't hesitate to contact anyone from the BGSPG team listed above. Friends of Group Contacts are located on the BGS website under Community – Parent Group.

Suggested Structure



Suggested list of Activities

This check list outlines a suggested list of activities that you may choose to undertake in your role as a Parent Supporter Group. Please do not feel you have to follow this completely. Feel free to make the role your own. It has merely been developed so that the group does not have to re-invent the wheel each year, as many events, venues and formats have been tried and tested!

ITEM	ACTION	REFERENCES & TEMPLATES	BY	DONE
PLANNING				
Pre-Season Committee Meeting	Meet to discuss roles, finalise diary dates, events, aims for season, invite teacher in charge. Discuss membership drive for new families to group.	<ul style="list-style-type: none"> Parent Supporter Group roles Diary Dates Event & Venue Guide 	ALL	
School Stream	School Stream is used for all Communication to your group. Examples are - <ul style="list-style-type: none"> Introducing committee and year level representatives Sending diary dates Sending membership forms 	<ul style="list-style-type: none"> School Stream Template 		
Membership Distribution List	Create email distribution list for your Membership base using information from membership forms.	<ul style="list-style-type: none"> Excel Email Address Spreadsheet 	Membership	
Merchandise	Discuss ideas with Teacher In Charge. <ul style="list-style-type: none"> T-shirts, caps, scarves... Whom distributing to? How many? Then contact BGS Marcomms Office 8591 2127		All	
Welcome Message, Diary Dates, invite to annual event	Draft using templates provided and then circulate via: <ul style="list-style-type: none"> Email School Stream Talk to captain/head of team to drum up support in each smaller group 	<ul style="list-style-type: none"> Welcome Message Diary Dates School Stream Template Invitation Template 	Secretary & Events	

DURING SEASON				
Major Event	Circulate a reminder email and School Stream notice about Event. Set running sheet	<ul style="list-style-type: none"> • Email distribution List • School Stream Template • Invitation Template 	Events	
Organise a parent leader per team/sub group to liaise with Committee	Find a person willing to enthusiastically pass on information from the Committee and be the voice of their respective groups providing any feedback to Committee.	<ul style="list-style-type: none"> • Contact Captain's family 		
Financial Support	Some ideas are: <ul style="list-style-type: none"> • Pay for specialized equipment or instruments. • Organise specialized coaching or talks 			
END SEASON				
Support teacher in charge	The Committee is a voice between school and parents			

Start-up Grant

To apply for a Parent Supporters Group Start-up Grant, please complete the below form. If you have any queries during the submission process, please do not hesitate to contact **Nicole Travers, Parent Supporter Group & Community Representative on 0407 587 803.**

ITEM	DETAIL
FRIENDS OF (PLEASE INSERT NAME)	
YOUR NAME	
YOUR POSITION TITLE	
EMAIL	
MOBILE	
FOUNDING DATE	
DATE FOLDED (IF APPLICABLE)	
DATE RE-ESTABLISHED (IF APPLICABLE) Please note there is a minimum time between a group folding and being reestablished to be eligible for this grant.	
PLEASE TELL US WHAT YOU WOULD LIKE TO USE THE MONEY FOR?	

Thank you for your application. Please email this form to: **Nicole Travers, Parent Supporter Group & Community Representative - Email: nicole@nisam.com.au**

Once reviewed, the BGS Parents Group Executive Committee will contact you to discuss this further or advise approval of your application.

Membership Information

BGS (*Insert noun – i.e. athlete's*): **BECOME a Friend of** (*insert group name*) **FAMILY MEMBER!**

The BGS Friends of (*Insert Name*) is designed to preserve and foster the spirit of (*Insert Name*), as well as supporting the development and growth of (*Insert Name*) through offering financial support that ensures students are provided with the best possible (*Insert Name*) **FACILITIES** and coaching opportunities. Friends of (*Insert Name*) **PROVIDES** an informal setting for members to interact and network through a common love of (*Insert Name*) **AND** shared affection for BGS.

Support the boys and be part of the wider (*Insert Name*) team by signing up for a Family Membership. Throughout the year, Friends of (*Insert Name*) **HOSTS** various match-day functions, special matches, team reunions and one major annual event. In addition, members receive an electronic BGS Friends of (*Insert Name*) **NEWSLETTER** and other communications.

Lifetime Family Membership Fee: \$100.00. To join, please follow the Trybooking link <https://www.trybooking.com/>

For further information, please email (*Insert Name*) President **NAME** on email

BE PART OF THE TEAM:

DATES FOR YOUR DIARY

Examples

**BGS First XI Jumper
Presentation**

**BGS Season Launch – Parent
or combined function**

**Home & Away Games
commence**

Presentation Night



Parents Supporter Group **Agenda**

Date	Monday 20 February 2017
Time	3:45pm - 5:00pm
Venue	SJ Priestley Conference Room (Middle School)
Chair	

1. Opening

- 1.1 Welcome and Apologies
- 1.2 Minutes of Previous Meeting:
- 1.3 Actions Update

2. Reports

- 2.1 President
- 2.2 Treasurer
- 2.3 Teacher in Charge
- 2.4 Membership
- 2.5 Events Liaison

3. General Business

4. Meeting Closing

- 4.1 Action items
- 4.2 Next Meeting: