



Rural/Teaching Principals' Seminar & Conference Support

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THE MOST RESPECTED AND INFLUENTIAL ADVOCATE FOR NEW ZEALAND'S SCHOOL PRINCIPALS

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Background

A few years ago, the New Zealand Principals' Federation organised some very successful rural meetings in different areas of New Zealand. These were seen to be of great value to the Principals at the time.

Situations change, and now most areas have their own local Principals' Association. However, the distances to travel and the cost of bringing good professional speakers to rural areas can cause real financial burdens on those trying to provide good quality seminars.

The NZPF felt it could help rural principals with this problem, and for several years now, has assisted many local Rural Principals' Associations to run their own seminars and conferences.

How NZPF can help

We can provide practical advice on organisation, based on the experiences of other successful Rural Seminars or Conferences.

Using the expertise of the Executive, we offer support to rural groups to organise their own seminars or conference.

NZPF are able to provide National Executive members to speak and/or run workshops on topics relating to the expertise.

Organisers need to let us know the topics they wish to cover, and we arrange for an executive member with that expertise to attend.

All of this is provided at no cost to the local Association.

NZPF can offer to help subsidise the cost of the event. The only condition of this subsidy is that it is used to assist organisers in keeping costs down for those attending.

By providing the organisers with a grant of up to \$1000 up until the amount specified in the annual budget for Rural/Teaching Principals' conferences, we effectively subsidise the seminar or conference.

Administration

NZPF will call for applications from Rural Principals' Groups seeking NZPF financial/personnel assistance no later than 1 November of the year prior to the event for which funding is sought. The official funding form needs to be used.

NZPF usually receives more requests for assistance than we can cover. When a request is received, the Rural Sub Committee has to decide on priorities. NZPF policy states the following guidelines:

- Remoteness of the area concerned
- The needs of local principals
- Previous personnel/fiscal assistance
- Opportunities to access other assistance

All recommendations for assistance will be ratified by the full executive of the NZPF at its final meeting for the year.

If your application is successful NZPF will contact your association. It is understood that the local Principals' Association accepts total responsibility for all aspects of organising and running the seminar or conference.

What does NZPF require from your Association

- That we be kept informed during the planning stages.
- That our sponsorship and other contributions are acknowledged in communications regarding and during the seminars. This is done so that NZPF rural members are aware of our support for them.
- That a session of not less than 30 minutes is timetabled into the seminar/conference for NZPF. The President or Executive member will use this time to listen to members' concerns and ideas, and to update them on current issues.
- That a brief written report be forwarded to NZPF National Office following the seminar.

December 2011

NEW ZEALAND PRINCIPALS' FEDERATION

Application for grant to assist with Rural/ Teaching Principals' Seminars and Conferences

Name of Association:		
President:	School:	
Contact Telephone No:	Email:	
Secretary:	School:	
Contact Telephone No:	Email:	
Title of Seminar/Conference:		
Venue:	Dates:	Expected numbers attending:
Proposed Budget:		
Expected cost for Participants:		
Brief outline of Seminar/Conference ie Theme:		
Please detail timing and nature of NZPF President's involvement:		
Has your association received NZPF grants before? If yes, what year(s)?		
Is your Seminar/Conference open to members outside of your local association?		
Signed:		

Please forward application to...

New Zealand Principals' Federation, National Office, PO Box 25380, Wellington 6146

by **1 November of the year prior to the event** Email: office@nzpf.ac.nz

NB: This Application Form is available on the NZPF website: www.nzpf.ac.nz

National Office Use only:

We acknowledge receipt of your application for a grant to assist with Rural/Teaching Principals' Seminars & Conferences.

Signed _____ (President/Office Manager) Date _____