

MANAWATU HOME EDUCATORS

ACTIVITY PLANNER

**So – you want to run an Activity/Event for other Home Educators?
Excellent! Good on you!**

Here are some guidelines to help you.

Planning Your Activity

A number of things need to be considered when planning an Activity for other MHE members. This document is an attempt to provide you useful guidelines and things to consider. Activity organisers are encouraged to use this document in order to ensure they have considered the various aspects necessary to running an activity.

Activity Planning Meetings

Most activities run by MHE members are first shared at one of the Activity Planning Meetings held each Term. There, you will have an opportunity to share your intention to run an Activity and discuss it with other members. It could be that your Activity is scheduled into the MHE Activities Calendar (ie the date is set).

To contact our Activities Coordinator email activities@mhe.org.nz.

Types of Activities

There are no specific limits on what types of activities are run under the umbrella of Manawatu Home Educators – provided they progress the purposes of Manawatu Home Educators (a copy of The Rules of Manawatu Home Educators is available on our website).

Notifying MHE members of the event

It is important MHE members are given appropriate notification of your Activity. If your Activity was shared at the Activity Planning Meeting, the Activity will be added to our online Calendar (accessible by all members).

There are multiple methods of notifying MHE members of Activities – including the online Calendar, via email, via word-of-mouth, and via the MHE Facebook Group. Any or all of these methods may be available to you and appropriate to use.

Role of Activity Organiser

As an activity organiser you are expected to:

- Book the venue
- Liaise with venue and instructors
- Set cost for attendees
- Provide Activities Coordinator with necessary information for the Activities List
- Keep a list of correspondence regarding your event – eg venue, families, instructor, etc.
- Provide/obtain necessary equipment/resources for the activity
- Arrive early to activity – to set-up and/or deal with payments
- Provide a brief debrief of your activity – what worked, what didn't work, etc.
- Inform parents whether they need to stay or go.
- Should parents make arrangements for their younger children during this time?

Activities List Blurb

You need to provide the Activities Coordinator with a 'blurb' for the Activities List. This needs to include the following information (where appropriate): Name of Event, date(s), start time(s), finish time(s), cost, venue, max/min number requirements, organiser contact details, age restrictions, specific equipment and/or clothing required, adult supervision, RSVP requirements.

Dealing With Money

While some activities may have no charge to participants, many activities require the organiser to collect money and/or pay a venue/host.

All money collected for an activity needs to be receipted to ensure financial accountability. A receipt book is available to activity organisers and simply needs to include the person paying, the amount paid, the date of the payment, and the purpose of the payment (e.g. activity name) – other information is optional.

There is a float available to activity organisers. Contact the Treasurer and/or Resource Library Coordinator to arrange collection/delivery of the float.

If your activity requires a down payment, please contact the Treasurer. MHE has money available for such a purpose. It is preferable for MHE money to be used for this rather than activity organisers paying from their personal money.

Any invoices from venues/hosts need to be forwarded to our Treasurer for payment.

Parents Support and Attendance at Activities

We need to ensure an appropriate adult-to-child ratio for health and safety as well as general supervision.

Activity organisers need to specify if they expect/require parents/adults to remain with their children at the activity. This should be part of the initial promotion of the activity.

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Event Name: _____

Event Organiser: _____ **Contact Ph:** _____

Contact Email: _____

Date of Event: _____

Start Time: _____ **Finish Time:** _____

Weather Requirements: _____

Event Brief: _____

What is the event?
What will you be doing?

Venue(s): _____

Venue Contact: _____ **Ph.** _____ **Email:** _____

Age(s): _____

Age Limitations: _____

Number Limits: _____

Adult Helpers: _____ **Ph.** _____ **Email:** _____

_____ **Ph.** _____ **Email:** _____

_____ **Ph.** _____ **Email:** _____

_____ **Ph.** _____ **Email:** _____

_____ **Ph.** _____ **Email:** _____

Cost per Child/Family (circle one): _____ **Member** _____

Children Need: _____
to bring....

Learning Goals: _____

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Resources Needed:

Health & Safety:

Notification:

How will MHE members
find out about this
Activity?

☐ MHE Online Calendar ☐ MHE Email ☐ Facebook Group ☐ Word-of-Mouth ☐ _____

Other Info:

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EMERGENCY CONTACTS DETAILS

	Child's Name	Parent Contact	Phone Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

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PAYMENTS RECEIVED

Family	Number Registered	Member Y/N	Total Due	Number Attended	Total Paid	Notes
Totals						
						Total Paid
						Total Cash received
						Total Internet Banking

ACTIVITY EVALUATION

What went well?

What could improve for next time?



Numbers Attended: (children) _____ (adult helpers) _____