

# MANAWATU HOME EDUCATORS

## ORGANISING AN ACTIVITY GUIDE

**So – you want to run an activity 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 with 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 has been run before so you could gather assistance from experienced members.

To contact our Activities Coordinator email [activities@mhe.org.nz](mailto: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 Activity

It is important MHE members are given appropriate notification of your Activity as well as relevant information. This is done via our online calendar, our email list, and our Facebook Group. The same information will be provided via all three but the online calendar is where members will be directed to.

The process of promoting MHE activities is simple. You have the idea for an activity. You decide the date/time, venue, who it is for, the cost, what attendees will need to bring, a blurb to entice members to attend, etc. Then:

1. You submit your activity to the online calendar (link on MHE's website) and include all the relevant information.
2. The Activities Coordinator will look over your activity submission and publish it when it has all the relevant information. This may require further information from you so be prepared to be contacted.
3. The Activities Coordinator will then prepare and send an email to all MHE members to promote your activity.
4. The Activities Coordinator will then publish your activity to the MHE Facebook Group.

### Role of Activity Organiser

As an activity organiser you are expected to:

- Book the venue;
- Liaise with venue and instructors;
- Set cost for attendees;
- Submit your activity to the online Activities Calendar: <https://www.mhe.org.nz/calendar-add-an-event/>
- Keep a list of correspondence regarding your event – e.g. venue, families, instructor, etc;
- Provide/obtain necessary equipment/resources for the activity;
- Arrive early to your activity – to set-up and/or deal with payments;
- Inform parents whether they need to stay or go;
- Should parents make arrangements for their younger children during this time?
- Complete the Post-Activity Data Collection form: <https://forms.gle/i3kmEqoGtv8QSmyM6>

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### 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.

\* Where possible, all money needs to come/go through MHE's account to meet our Charities Services responsibilities and to provide organisers with a transparent money process.

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. Alternatively, you can use the page further down in this document to record income.

Some of our major events (such as Athletics Day, Family Ball, Home & Country Show, etc.), non-members are invited to attend but incur an extra charge (generally the cost of one Term's subscription per family).

There is a cash float (for change, etc.) 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 – [treasurer@mhe.org.nz](mailto:treasurer@mhe.org.nz). MHE has money available for such a purposes. 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.

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## ORGANISING AN ACTIVITY GUIDE

**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** \$ \_\_\_\_\_ **Non-Member** \$ \_\_\_\_\_

**Children Need:** \_\_\_\_\_

to bring....

**Learning Goals:** \_\_\_\_\_

## MANAWATU HOME EDUCATORS ORGANISING AN ACTIVITY GUIDE

### Resources Needed:

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### Health & Safety:

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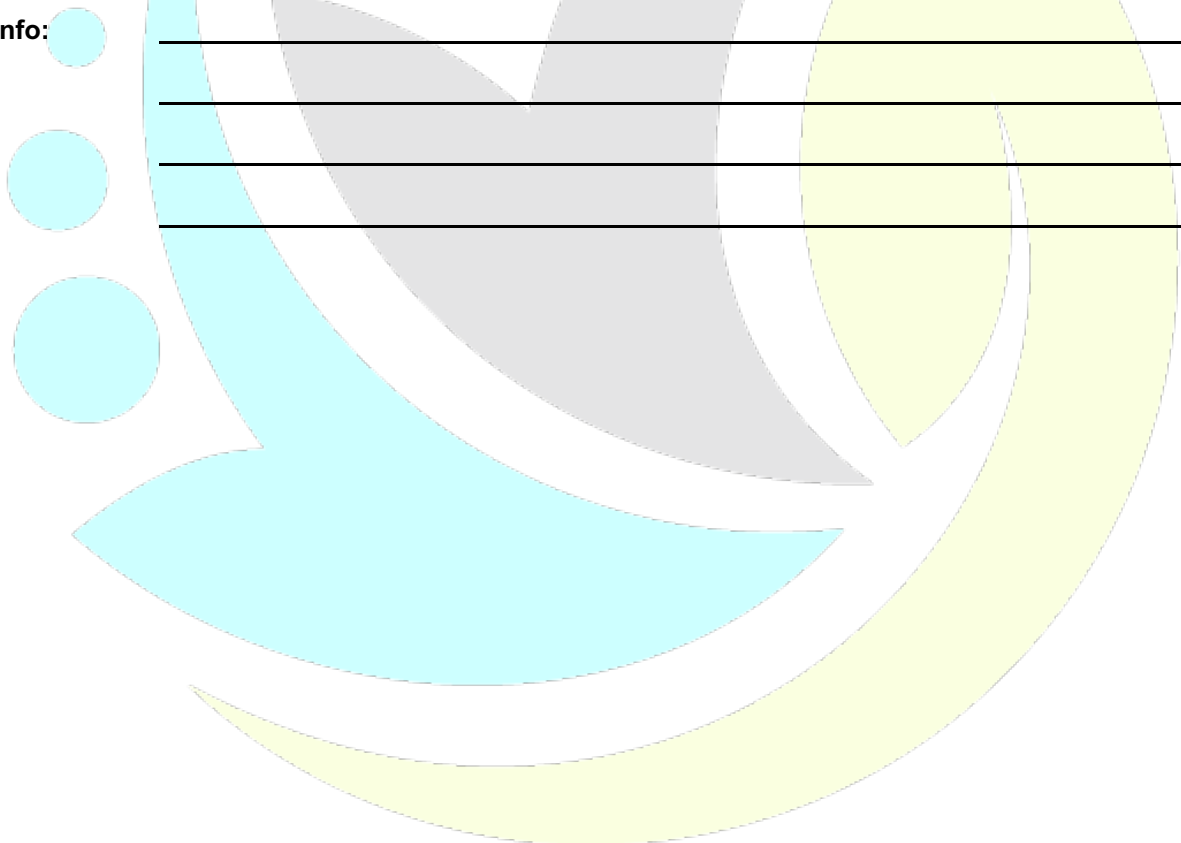
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### Notification:

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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## MANAWATU HOME EDUCATORS ORGANISING AN ACTIVITY GUIDE

### 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			

# MANAWATU HOME EDUCATORS

## ORGANISING AN ACTIVITY GUIDE

### PAYMENTS RECEIVED

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

### ACTIVITY EVALUATION

What went well?

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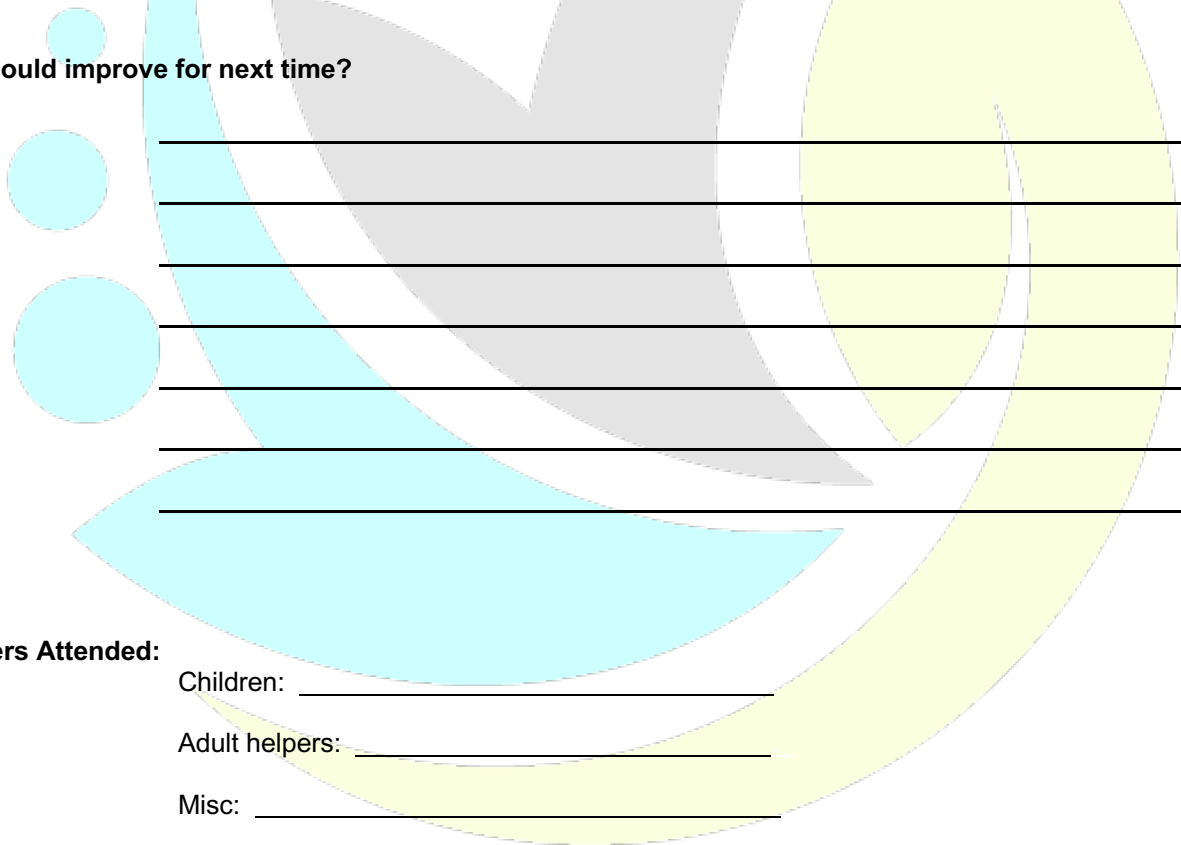
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What could improve for next time?



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Numbers Attended:

Children: \_\_\_\_\_

Adult helpers: \_\_\_\_\_

Misc: \_\_\_\_\_