



## Family Commitment Scheme (FCS) Registration of preferred activities for 2009.

Surname: ..... Eldest Child's Name: .....

Parent's First Name – Mother: ..... Father: .....

Phone Number: ..... Mobile Number: .....

**Email:** ..... Campus: .....

On enrolment of your child/children at St Stephen's, and as detailed in the School Policies Book, it is a requirement that each family completes a *minimum* of 10 hours of Family Commitment (FCS) in our school, each year. There is no maximum; every hour is of great benefit to our school community. Some activities have limited opportunities for assistance, so please indicate your interest in three or more of the tasks listed.

**Note:** *If you have not been contacted or placed on a roster early in the year, it is your responsibility to contact the areas you have nominated to discuss fulfilling your commitment hours.*

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Carramar Campus                           | <input type="checkbox"/> Duncraig Campus                           | <input type="checkbox"/> Either/Both Campuses   |   |
| <input type="checkbox"/> Working with Children Check               | Card Number.....   | Expiry Date.....  |   |
| <input type="checkbox"/> Police Clearance                          | <input type="checkbox"/> Administration Assistance                 | <input type="checkbox"/> Qualified ( <i>reception, secretarial, data entry, etc</i> ) | <input type="checkbox"/> Unqualified ( <i>mailing, calendars, photocopying, etc</i> ) |
|  | <input type="checkbox"/> Family Commitment Scheme (FCS) Data Entry | <input type="checkbox"/> Microsoft Access 2007 competency                             |   |
| <input type="checkbox"/> First Aid Certificate                     | <input type="checkbox"/> Swimming Certificate                      | <input type="checkbox"/> Teaching Qualifications                                      | <input type="checkbox"/> Other  |
| <input type="checkbox"/> General Class or Co-curricular Assistance | <input type="checkbox"/> Primary School                            | <input type="checkbox"/> Secondary School   | <i>Note: this may not be in your child's class or year.</i>                           |
| <input type="checkbox"/> School Functions                          | <input type="checkbox"/> School Hours                              | <input type="checkbox"/> Evenings or Weekends   |   |
| <input type="checkbox"/> Sports Events                             | <input type="checkbox"/> Primary                                   | <input type="checkbox"/> Secondary  | <input type="checkbox"/> Carnivals  |
| <input type="checkbox"/> LOTE Assistance                           | <input type="checkbox"/> French                                    | <input type="checkbox"/> Indonesian   |   |
| <input type="checkbox"/> Canteen Help                              | <input type="checkbox"/> Morning Shift                             | <input type="checkbox"/> Afternoon Shift  |   |
| <input type="checkbox"/> Uniform Shop                              | <input type="checkbox"/> During Term                               | <input type="checkbox"/> School Holidays  |   |

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> <b>Library Help</b>                   | <input type="checkbox"/> At Home ( <i>book covering etc</i> )         | <input type="checkbox"/> At the School                                |  |
| <input type="checkbox"/> <b>Home Economics</b>                 | <input type="checkbox"/> At Home ( <i>cutting &amp; sowing etc</i> )  | <input type="checkbox"/> At the School                                | <input type="checkbox"/> Donations of Fabrics                          |
| <input type="checkbox"/> <b>Technology &amp; Design</b>        | <input type="checkbox"/> During Term                                  | <input type="checkbox"/> School Holidays                              | <input type="checkbox"/> Donations of Materials (Wood, Metal, Plastic) |
| <input type="checkbox"/> <b>P&amp;F Fundraising Activities</b> | <input type="checkbox"/> Annual Major Fundraiser                      | <input type="checkbox"/> Coordinate                                   | <input type="checkbox"/> Supervise                                     |
|  | <input type="checkbox"/> Other Fundraising Events Throughout the Year | <input type="checkbox"/> Participate                                  | <input type="checkbox"/> Preparation & Pack away                       |
|  | <input type="checkbox"/> Busy Bee                                     | <input type="checkbox"/> Donation of Goods                            |  |
| <input type="checkbox"/> <b>Road Safety Monitors</b>           | <input type="checkbox"/> Before School                                | <input type="checkbox"/> General Gardening                            | <input type="checkbox"/> Litter Collection                             |
| <input type="checkbox"/> <b>First Aid Room</b>                 | <input type="checkbox"/> Primary                                      | <input type="checkbox"/> After School                                 |  |
|  |   | <input type="checkbox"/> Secondary ( <i>Laundrying of Linen etc</i> ) |  |

**Position Descriptions:** (*Confidential*)

**Duties:** (*i.e. if you are a manager, what do you manage?*)

Mother.....

Father.....

**Business Owners or Senior Management:**

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> Work experience opportunity for students | Area/Field..... |
| <input type="checkbox"/> Interest in school calendar advertising  | Contact.....    |

If you are unable to participate with 10 hours of your time for school activities, you are requested to make a contribution of \$200 to the St Stephen's P & F. If this is your preferred option, please fill out details, tick the box below; sign and return this form with a cheque/cash to the school. A receipt will be forwarded to you by the P & F Treasurer. EFTPOS facilities are available at the school office.

**I choose to contribute \$200 to the St Stephen's P & F**

.....  
( Please sign )

*St Stephen's values and recognises the importance of the FCS, therefore families who do not complete the minimum 10 hours will be contacted by the school.*

Signed: ..... Date: .....

Unfortunately FCS registration records from previous years are not retained at present.  
Please return this form to the school office as soon as possible.