



Buderim Mountain State School P&C Association

Student Representation Policy

1. Purpose

The Buderim Mountain State School Parents and Citizens Association (P&C) recognises and celebrates the outstanding achievements of students who represent the school through competitive sporting, academic, cultural or artistic pursuits. This policy outlines a framework to provide financial assistance for families whose children are participating in these high-level, school-endorsed activities, where there is a financial component (typically, a participation fee or levy, uniform cost, or significant travel requirement).

2. Guiding Principles

- Support is discretionary and dependent on the P&C's available budget.
- The program is designed to provide recognition and modest financial assistance, as opposed to full reimbursement.
- Applications will be assessed equitably and transparently.
- The program is intended to support individual and team representation aligned with the school's values.

3. Eligibility Criteria

To be eligible for assistance:

- The student must be currently enrolled at Buderim Mountain State School.
- The student must be representing the school or selected through a recognised pathway (e.g. Education Queensland).
- The activity must be in the domains of sport, academics, the arts, or cultural performance, and must have a competitive element.

- Written confirmation of selection must be provided (e.g. team list, letter from event organiser, or permission note).

4. Financial Assistance Offered

The following financial contributions will apply per student, per calendar year:

Level of Representation	Contribution Amount
State event	\$150
National event	\$250
International event	\$350

- Maximum of two applications per student per calendar year.
- A maximum of \$500 per family per year applies.
- Team applications will be considered on a case-by-case basis.

5. Application Process

- Applications must be submitted within 4 weeks before/after the event, and must be received in the same calendar year as the event.
- The application form must be fully completed and include:
 - Proof of selection
 - Summary of event details and costs (e.g. registration, travel, uniform)
 - Signature from school Principal or relevant staff member verifying the activity
- Forms may be submitted via email or handed in at the school office.

6. Assessment and Approval

- Applications will be assessed by the P&C Executive or designated sub-committee.
- Applicants will be notified of the outcome within two weeks of the decision.
- Decisions will be tabled and minuted at the next scheduled General P&C Meeting.

7. Payment of Funds

- Funds will generally be paid after the event has taken place.
- Payments are made directly from the P&C to the parent/guardian's nominated account.
- Applicants must ensure all school fees and levies are up to date.

8. Annual Budget Allocation

- The P&C will allocate an annual budget for student representation funding, which will be subject to review each year at the AGM.
- If the volume of applications exceeds the available budget, the P&C may:
 - Adjust contribution amounts proportionally
 - Prioritise funding based on event level
 - Decline some applications based on timing and budget constraints

9. Communication and Promotion

- This policy will be published on the school and P&C websites.
- Extra-curricular coordinators will be encouraged to communicate with parents/carers of students who may be eligible for financial assistance.

10. Review and Evaluation

This policy will be reviewed every two years, or as required. Feedback from families, staff and the P&C will be considered during any review process.

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Student Representation Application Form

1. Student Details

Student Name: _____

Year Level: _____

Class Teacher: _____

2. Parent/Carer Details

Name: _____

Phone Number: _____

Email Address: _____

3. Event Information

Name of competitive event/activity: _____

Type of Representation and subsidy (tick one):

☐ State event \$150

☐ National \$250

☐ International \$350

Discipline/Field (e.g. sport, music, academic): _____

Date(s) of event: _____

Location: _____

Compulsory costs/fees: \$_____

4. Supporting Information

☐ Proof of selection/confirmation attached

☐ Proof of compulsory costs (tax invoice/receipt)

5. Declaration by Parent/Carer

I declare the information provided is accurate and I understand this is a discretionary support program governed by the Buderim Mountain State School P&C Association.

Signature: _____ Date: _____

6. Verification by School (REQUIRED)

I verify that the above representation is for a school-based activity at a: regional / state / national / international level (please circle).

Signature of Principal/Head of Department: _____

Name (please print): _____ Date: _____

Completed forms can be submitted to the school office or emailed to:

president@bmsspandc.org