Checklist for Planning a Visit by an Aboriginal Guest Presenter

☐ Choose a presenter from the contact list in the file.

☐ Contact the presenter and discuss:

Booking Details
- Date and time for the visit
- Age of students and how the visit fits into their program
- Number of students they would like to work with
- Work space and equipment requirements

Payment Details
- Confirm price
- Clear understanding that an invoice will be required by the school
- Clear understanding that no cash payments will be made
- Clear understanding of when payment will be made to the presenter (organisers should seek prior advice from their school bursar).
- If the presenter does not have an ABN, advise them that a completed Statement by Supplier form will need to accompany their invoice.

☐ Complete an Application Form and forward it to the Aboriginal Education Team, CEWA.

☐ Once signed approval and confirmation of reimbursement amount is received from CEWA, confirm arrangements with the presenter (ensuring that payment details are clear).

☐ 24-48 hours before the visit:
- Re-confirm arrangements with the presenter
- Prepare work space and check equipment
- Ensure students are well prepared for the visit

☐ On the day of the visit:
- Meet and welcome the presenter to the school
- Introduce the presenter to principal and staff
- Supply a jug of water for the presenter
- Ensure that a teacher is present throughout the presentation/workshop
- Take photos and forward copies to CEWA Aboriginal Education Consultant.

☐ Once the presenter’s account has been settled, ensure that a completed Feedback Form is forwarded to CEWA with your school’s invoice for the agreed reimbursement amount.
REGISTRATION OF NEW SPEAKERS

- Schools wishing to use the services of local Aboriginal people who are not currently registered as GECKOS Presenters should seek approval from the Consultant in their metro/regional Catholic Education WA Office. A Registration Form will need to be completed by the prospective presenter and returned to the CEWA. The person will then be added to the list of presenters available in the area.

FREQUENCY OF VISITS

- **Aboriginal Dance Groups**
  Use of Aboriginal Dance Groups (3-5 members) is restricted to one visit per school per year.

SIZE OF GROUPS

- It is important to consider carefully the size of the group so that the presenter will feel comfortable with the delivery of the presentation and students may gain the full benefit of the visit. The size of the group should be discussed with the presenter at the planning stage.

  As a guide, dance performances and some talks are suitable for a whole school presentation. Storytelling, dance, art and culture workshops and guided tours are generally more suitable for a single class or smaller groups.

  For talks, the style of the presenter and the nature of the talk will dictate the size of the group that is most suitable. This can be negotiated with the particular presenter(s).

WHAT YOU WILL NEED

- List of Aboriginal Presenters in your region and their contact details
- Application Form – **must be completed and submitted prior to confirmation of booking with presenter**.
- Statement by Supplier Form (if needed by presenter)
- Feedback Form
- GECKOS Program Checklist
Reimbursement

Incursions

- **Individual Presenters**
  Schools negotiate a fee with the presenter and then claim part reimbursement from the CEWA. The Catholic Education Office reimburses schools for the services of GECKOS Presenters at an hourly rate of $100.00 to a maximum rate of $200.00.

  *Note:* All suppliers of services are required to provide an Australian Business Number (ABN). Some individual GECKOS presenters may not have an ABN. In such situations they will be required to complete a *Statement by Supplier* form which is issued by the Australian Taxation Office. This should accompany the presenter’s invoice to the school and is retained by the school for its own records.

- **Dance Groups**
  Dance Groups are funded for incursions for the whole school, not single classes. CEWA will reimburse schools for the services of an Aboriginal Dance Group up to the amount of $750.00.

Excursions

Cross curricular excursions will be funded to a maximum of $150.00 per class group.

Claims

Please ensure that school invoices are submitted to the CEWA within 28 days of the visit. Reimbursement cannot be guaranteed where claims are not made within this timeframe.

Please Note:

Where a school pays a higher rate to a presenter
the difference must be met from the school’s own funds.

The GECKOS Program does not cover any incidentals (eg travel, accommodation costs).

**REIMBURSEMENT TO SCHOOLS WILL ONLY BE MADE ON RECEIPT OF THE SCHOOL’S TAX INVOICE AND THE COMPLETED FEEDBACK FORM.**