

POLICY FOR CONDUCTING NAFT ACTIVITIES

The organiser of an activity is responsible for organising and coordinating all aspects of the activity; this may involve delegation of duties as appropriate.

Such responsibilities are

- costing the event – this means that the money levied from students should cover **all** involved teachers' costs
- designing activity application form
- making bookings & organising account payments
- issuing invoices & receipts
- venue hire/catering to be decided in conjunction with 2 other committee members
- organising publicity either through direct mailout or through the Newsletter.
(via Communications officer)
- collection of money from participants, issuing receipts and keeping accurate records
- keeping receipts for items purchased.
- keeping an itemised list of income and expenditure
- keeping a record of attendance (sign on/off sheet) of teachers & member numbers
- organising **rewards** for actively participating **member teachers**. Detailed lists indicating approx time/degree of responsibility for each person should be sent to the President who will check before sending on to the Rewards Officer.
- organising appropriate rewards to non NAFT members from collected funds
- producing and issuing certificates of participation
- writing a brief après activity report