

northey street city farm

a place for learning about living sustainably in the city.

16 Victoria Street, Windsor, QLD 4030

Phone 3857 8775, Fax: 3857 8108

education@nscf.org.au

www.nscf.org.au

nscf workshop facilitators information & agreement form

Thank you for your interest in facilitating Sustainable Living Workshops at Northey Street City Farm. Please read this form before you submit an application form. If you have any questions please contact the Adult Education Coordinator at adulthood@nscf.org.au.

about the sustainable living workshop program

The workshops we offer in our program cover a range of sustainable living topics – this may include topics relating to any or all of the permaculture ethics of 'Care of the Earth' 'Care of the People' and 'Fair Share'. Topics may include organic gardening, growing and preparing bush foods, keeping animals, craft using natural materials, Non-Violent Communication, alternative economics and much more!

There are three teaching spaces available to facilitators – the teaching space under the Education Building, the old teaching space outside the toolshed and the kitchen area. The kitchen area is generally used for craft and food preparation workshops. Our workshops are generally run on Saturdays, but other days are also possible. The timing is usually a 3 hour or 6 hour workshop. The 3 hour workshops generally run from 9am-12pm or 1-4pm, and the 6 hour ones run from 9-4 with a one hour lunch break. You may wish to run 2 separate but connected workshops with one being held in the morning and one in the afternoon.

workshop details

For each workshop you wish to run please fill out the online 'Workshop Facilitator Booking Form' that the Adult Education Coordinator can send you or you can find on the website. This includes a title for your workshop, description, preferred date/(s), requirements, etc. Regarding the date, please choose a date that is at least 6 weeks away from the date of filling out the form. Please also send email a photo that we can use for facebook promotions and the Eventbrite page to adulthood@nscf.org.au.

Please advise us in the online form of any specific workplace, health and safety issues relating to your workshop. If participants will be undertaking activities that may involve some risk of injury, you will need to provide a risk management strategy.

workshop promotion & bookings

NSCF undertakes to promote your workshop through the following means:

- Our website
- NSCF Facebook Page with 14000+ followers – 2 -3 posts leading up to the workshop
- Our monthly eNews sent out to 4000+ people
- Flyers on our 2 community notice boards
- Occasional radio interviews on 4zzz

We expect you to promote your workshop within your own circles of influence where possible. As the facilitator is paid per participant, it is in your best interests to promote your workshops widely amongst your networks to ensure maximum number of participants attend.

Workshop bookings are made through Eventbrite; people can book online via the NSCF website. Additional late bookings and walk-ins on the day may be accepted within the limitations of workshop maximum participant numbers.

cancellations and postponements

NSCF's policy is not to cancel workshops unless there are less than 3 people booked in to the workshop. You need to inform us of any other conditions under which you may need to postpone or cancel your workshop prior to each workshop. If you need to postpone your workshop, inform us immediately so that we can contact participants. We will need a minimum of 24 hours notice should you need to postpone your workshop. NSCF reserves the right to postpone your workshop if there is inclement weather (for example, an impending flood) or an unforeseen emergency. In the event of postponement, we will re-negotiate a suitable date and re-schedule.

preparing for your workshop

We suggest you consider the following elements when planning your workshop:

- Have clear outcomes for the workshop (i.e. participants will learn to/gain competence in...)
- Time and workshop management (eg. having a rough outline)
- Note that very wet weather limits the available teaching space at the Farm. The Farm can sometimes be cold and wet. Please consider this when designing and planning your workshop.
- On the day we will provide a print out of participant names for you to mark off the participants attending.
- If you are not familiar with the site, the Adult Education Coordinator will arrange a brief tour with before your workshop day.
- It is your responsibility to provide the materials needed for the workshop. For any materials you would like the farm to provide, please request this in the online 'Workshop Facilitator Booking Form'.

at the workshop

On the day of your workshop a NSCF staff member will:

- help set-up chairs, projector (if necessary) and tea & coffee facilities (we provide tea and coffee);
- provide you with: a copy of the participant list; extra workshop booking forms (for participants who haven't paid); a workshop evaluation form for participants to complete; and a facilities checklist for you to complete when you finish up;
- pass on keys for education facilities (on occasion we may arrange to do this in advance of the workshop).

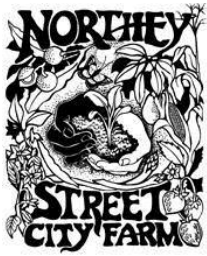
If you have attendees who are not on the list or who have not paid you will have to give them a booking form to fill in and ask them to pay at the nursery, ensuring they are issued with a receipt. For those participants not on the participant list, you will need to add their names and the amount they paid to the participant list. ***This is important as we can only pay you for participants who have paid to attend*.**

Please arrive with plenty of time to set up before your workshop. We ask that you stick to the allotted time – it is fine if students want to stay back to chat after, but it's important that students that leave the workshop at the correct time do not feel they are missing out on something that they think should have been covered in the workshop.

At the end of the workshop please distribute the **feedback forms** for participants to complete. This is a requirement for our workshop facilitators, and gives you the opportunity to continue improving your workshop delivery and content. Leave the completed feedback forms in the office with the Ed key set.

You are responsible for the safety of the participants under your supervision during your workshop. Please note there is a first aid kit available in the toolshed and one in the nursery (please ensure you know where they are). The Nursery is open 9am-3pm on Saturdays and 6.30am to 12pm on Sundays.

You are responsible for cleaning up the space after your workshop and returning it to the state it was in before using it. Please complete the **facilities checklist** at the end of your workshop.



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after the workshop (payment)

After the workshop the Admin Coordinator will contact you to confirm the amount to invoice the Farm for. If you have more participants attend than are on your list you will need to wait for payment until the participant's payments have been confirmed by the Farm. You can then email an invoice to info@nscf.org.au or education@nscf.org.au and the Adult Education Coordinator will complete your request for payment form and ensure it is processed as promptly as possible.

On the invoice please include your name, the date the invoice has been sent, the date and name of the workshop, your ABN and the amount being invoiced.

NSCF currently operates on a shared risk/reward payment basis – once our associated admin costs are covered, the more people that enrol in the workshop the more you will get paid. As a minimum you will receive reimbursement of any materials expenses incurred as per this policy. A copy of the facilitator pay schedule spreadsheet will be sent to you.

Standard full-day workshops fees are \$85 / \$65 concession, while half-day workshops cost \$50 / 35 concession. Concession is only for Centrelink Healthcare Card Holders. We may add an additional materials fee if the participants get to take something home with them or consume something on the day.

Generally, costs for workshop materials up to the value of \$50 are automatically approved. Expected materials costs above \$50 must be approved by the Education Coordinator prior to the workshop.