



## **Ohoka School PTA Travel Fund Guidelines**

### **General**

The purpose of the Ohoka School PTA Travel Fund is to provide financial assistance, in the form of cash grants, for Ohoka School students for travel which will benefit the student and Ohoka School.

The Ohoka School PTA will annually allocate a sum to the Travel Fund. As of 2024, \$5000 will be allocated annually to the Travel Fund. This will not accumulate – any funds left over at the end of the year will transfer to the general PTA fund.

Individual students, school teams or school clubs may apply to the PTA Travel Fund.

Groups can apply for grants up to \$1,000 and individuals up to \$150 as per the criteria below. Special circumstances for a larger amount can be requested and will be decided by a majority vote of the PTA.

Applicants may apply for one of the following:

#### **INDIVIDUALS**

Up to \$100 for travel within NZ & Australia Up to \$150 for travel to all other countries.

#### **GROUPS**

Up to \$500 for groups with up to 10 students

Up to \$750 for groups with up to 20 students

Up to \$1,000 for groups with over 20 students

Students should expect that a PTA travel grant will cover only a portion of their total travel costs.

### **Scope**

PTA Travel Fund grants may be used for travel within New Zealand, or overseas for national or international competition/performance or volunteer service to allow the recipients to actively participate in a school related activity or event.

### **Eligibility**

Applicants must be current, full-time students at Ohoka School and must be representing Ohoka School, or performing at a level above and beyond what the school can provide (providing all other criteria is met). The applicants must complete the funded travel while they are full-time students.

## **General Rules**

PTA Travel Fund grants:

May be used to cover entry fees, land travel, flights, accommodation and meals related to the event.

May be accepted whilst applying and receiving funds from other Ohoka School funding groups (providing all other criteria is met).

## **Application Procedure**

Either the student (if individual travel) or the person organising the trip (if a group) is required to complete the PTA Travel Fund Application Form.

In addition, we require the signature of the teacher/person associated with the event and from the school Principal.

Email the application form to [office@ohoka.school.nz](mailto:office@ohoka.school.nz)

## **Administration of the PTA Travel Fund**

The fund is administered by the Committee of the PTA and will be recorded in the Annual Accounts. The PTA will allocate a sum to the Travel Fund at the beginning of each calendar year.

Each year, the Committee will appoint a Travel Fund sub-committee to receive applications, rate them on merit and decide if the application is approved and the amount to be allocated to the applicant. There should be no expectation; the funding is at the discretion of the Fund Committee.

All applicants will be notified of the PTA Committee decision by email or phone.

Travel Grants may be paid directly to the student or the person organising the trip for the student or student group.

Allocation of the Travel Fund will be reported to the Ohoka School Board of Governors in the PTA's report to the Board.