



# **FRENCHS FOREST PUBLIC SCHOOL PARENTS & CITIZENS' ASSOCIATION**

ANN STREET, FRENCHS FOREST NSW 2086  
T 02 9451 6353 F 02 9975 3082 E [ffspandc@gmail.com](mailto:ffspandc@gmail.com)  
ABN 70 484 184 811

*Adopted at the ordinary general meeting of Frenchs Forest P&C, 09 September 2019*

## **Frenchs Forest Public School P&C Recognition of Service Policy**

### **POLICY SCOPE**

This policy applies to all P&C members, volunteers and paid staff. It aims to provide a transparent, inclusive and consistent structure for recognising and thanking individuals for their service.

### **POLICY INTENTION**

Frenchs Forest Public School P&C is eager to publicly and personally acknowledge our appreciation of all volunteers and paid staff. This should be a regular and ongoing process through the year via, but not limited to the forest focus, website, and verbal praise.

Invites shall be published to the entire school community to attend the AGM, where particular mention shall be made to recognise ALL P&C volunteers and staff, followed by donated refreshments to celebrate the years achievements together.

Certificates to recognise the service of volunteer role holders shall be presented at the AGM for those leaving. The certificates will thank them for their contribution in the official capacities they have held. These certificates are also available upon request at any time whilst serving if desired for resume's etc.

As it is the sole purpose of the P&C to enhance opportunities available to the children of the school, using funds to provide gifts to volunteers and staff is not in the P&Cs interest at any time.

### **EXCEPTION CASES AND REVIEW**

In the event that this policy is not believed to adequately cater for a certain situation, exceptions to this policy can be sought. Members will liaise with the P&C Executive to raise at an ordinary general P&C meeting.