

## **Procedures & Responsibilities – Supporting Organisations**

Each school participating in the TFS programme has a supporting organisation (SO) associated with it. They may be a service club, such as Rotary, or it may be another group such as a business enterprise or landcare group. The SO is arranged by TFS and the school and it enters a partnership when a school joins the programme.

Initially the SO raises funds to cover

- the set up costs of the plant growing unit (PGU) (\$3154+GST) and/or
- the ongoing yearly costs of potting- mix, seedlings, root trainers, wire baskets, fertiliser (\$533 plus GST) and/or
- the annual cost of providing transport so that pupils can travel to the planting day and/or
- any additional costs as jointly determined by the SO and school. For example where vandalism is a problem the SO may work with the school to provide fencing or other forms of security.

The supporting organisation generally appoints one person who is the TFS liaison person who undertakes the following activities:

- Keeps in touch with the school coordinator and provides support if required. This might be helping out with the watering programme during holidays or providing assistance at pricking out time.
- Assist the school, if required, to coordinate transport to the planting site on planting day. If a bus is to be used, the school and the supporting organisation may need to make arrangements to cover the cost involved.
- On planting day work with the students, helping them plant the trees correctly and ensuring that they have an enjoyable learning experience while also assisting to ensure a ratio of one adult to five students is attained.
- Ensure that members of the supporting organisation are aware of events and progress in the TFS programme.