

## ROVING TUTOR INFORMATION

### Areas

It is a FASNZ Management Board responsibility to approve Roving Tutor Grants. Roving Tutor Grants will be allocated as for Spectrum Interest Fund and Travel Fund grants. This form is to be returned to the person nominated on the form, who has the responsibility of collating applications prior to the January Management Board Meeting.

### Points to remember when filling in form

- Contact the person you require as tutor, to get their approval, **prior to your application**. Ensure that the person approached is a **FASNZ qualified teacher**.
- Funding is to be used for **tutor fees and travel to and from the Area only**, does not include travel within the Area.
- Payment to be at FASNZ rates (i.e. \$40 hour for tutoring and 60c/Km travel plus airfare if applicable). All Tutors contracted costs, travel and tutor fees, must be paid by Area at the conclusion of the last workshop.
- Funds are distributed once the FASNZ Treasurer has received receipts from Area showing payment of the costs for Tutor's fee & travel.
- Budget figures to be given for tutor fees and tutor travel. FASNZ do not require a Balance Sheet from applicants.
- Your Budget should show **all expenses** that will be incurred for the workshop.
- Priority will be given to Areas who have not received a recent grant.

### Area Responsibilities

Contact your **FASNZ qualified tutor** as soon as your Area receives approval of a Roving Tutor Grant and keep in touch. Advise the tutor where she will be staying. Ensure that the tutor has a flower allowance. Book and pay for any flights needed. Please ask Tutor, if an extra bag/box needs to be booked at same time as flights. If the extra bag is not booked at the time of booking the flight, the rate is doubled.

Area must send a Workshop Contract Form to the Tutor.