

SWTAFE End of Course Party Packs application



The Student Activities Team can provide End of Course Party Packs which consist of food and drinks for class groups upon completion of their course. **Teachers** simply need to follow these easy steps for a streamline process to help your students celebrate completion of their course.

Step 1. Fill out this form. For assistance or queries contact your Student Activities Officer (SAO) at your campus. Go to www.swtafe.vic.edu.au/students/activities for contact details.

Step 2. Forward the completed form back to your campus SAO via internal mail please.

Step 3. Your application will be processed and your campus SAO will contact with you regarding a **mutually agreed** pick up time and place for your chosen Party Pack, if necessary.

Step 4. Arrange where your class will enjoy your End of Course Party Pack!

Step 5. Pick up or arrange students to collect Party Packs from Activities Office.

Option 1

Pizza vouchers and drinks.

Once this request is processed it is the responsibility of the teacher to arrange pick up of vouchers and drinks from the Student Activities Office (in D Building) or Activities office at Portland/Hamilton at the prearranged time. They can then order the pizza from the nominated pizza shop (1 large pizza per 2 students) and arrange pick up.

Option 2

BBQ Pack- consisting of sausages, hamburgers*, bread, sauce and drinks. (2 sausages and 1 hamburger per student). The Student Activities Officer will order the meat and arrange an agreed time for teacher or students to pick up from the Activities office.

**Please inform us if there are any vegetarians in the class or if you'd prefer other drinks*

Requested by staff member Name: _____ Contact Number: _____ Email: _____		Course/class group _____ Number of students attending _____	
Location, date and time agreed upon for pick up of Party Pack		Date ___/___/___ Time _____ Location _____	
Equipment/resources required Please check the boxes.		Cooking utensils (knives, spatulas, tongs) <i>Must be returned clean</i>	Please check <input type="checkbox"/>
		Barbecue on D Building landing, Level 2 Key will be arranged	Please check <input type="checkbox"/>
Option 1-Pizza Party Pack Please check <input type="checkbox"/>		Option 2-Barbecue Party Pack Please check <input type="checkbox"/>	
Soft Drinks (1 per person) #___ Bottled Water (1 per person) #___		Soft Drinks (1 per person) #___ Bottled Water (1 per person) #___	

Please note: Requests **must be** submitted **2 weeks prior** to event. Under **no** circumstances will Party Packs be issued if **not requested within this time line**. Under no circumstances will alcohol be purchased or provided by SWTAFE staff and should not be consumed at these activities. Students attending SWTAFE events are subject to the Student Standards of Behaviour policy.

It is the Teacher's responsibility to ensure the information provided is correct and the required paperwork is completed and provided to the Activities Team. This is a staff only document.

I agree that these details are a correct an estimate and true at time of application. I am aware that it is my responsibility to arrange pick up Party Packs (or delegate students to do so) at a time and place agreed by myself and the responsible Student Activities Officer.

Teacher signature X _____ **Date** ___ / ___ / ___

Activities Officer's Notes	
-----------------------------------	--