

# Variety@Work



Variety, the Children's Charity is a national not-for-profit organisation empowering children who are sick, disadvantaged or have special needs to live, laugh & learn.

The Variety @ Work program is aimed at giving children (0 – 17 years of age) who are sick, disadvantaged or have special needs the opportunity to experience an activity or outing that they may not otherwise have the chance to experience.

## GUIDELINES

Please refer to these guidelines when you are nominating children to participate in Variety @ Work events. Failure to follow these guidelines on more than one occasion will result in the removal of your organisation from the Variety @ Work program.

Variety - the Children's Charity thanks you for your support and looks forward to working with you to make the Variety @ Work program successful and fun for everyone.

- **To be eligible** to nominate children to participate in Variety @ Work events your organisation must be registered on the Variety @ Work database. Please do not forward any Variety @ Work emails onto other organisations. Organisations not registered with the Variety @ Work program will not be eligible to nominate children. If you know an organisation that would like to register please contact Variety.
- **Event Information** – For every event you will receive an email inviting you to nominate children from your organisation to attend. If your nominations are accepted you will be provided with a confirmation flyer. It is the organization's responsibility to pass information onto parents/carers.
- **Correspondence** - To make our system more efficient we accept requests via **Email only!** Please don't send responses via post or fax as they will not be accepted. Once you have sent in your request to attend an event you will receive an automated email confirming your email has been received. If you do not receive this notification within 1 working day please notify Variety. You should receive a response email within 5 business days advising if there was space for the children you nominated to attend the event.
- **Privacy** - To protect the privacy of the information you provide Variety is only able to talk to your organisation. If contacted by a parent/carer they will be instructed to contact the organisation that nominated the child.
- **Age limit** – The Variety @ Work program runs events for children 0 – 17 years of age. Some event may have further restrictions and you will be advised. Only the children who fall within the limit will be eligible for the event. Variety aims to organise a wide range of activities that cater for all ages during the year.

- **Wheelchairs** - Most of the events Variety holds have provision for wheelchairs, if an event does not have provision for wheelchairs it will be stated on the invitation. Always advise if a child or parent/carer is in a wheelchair.
- **Siblings & Family** - Variety @ Work events are designed specifically for sick, disadvantaged and special needs children who are registered with your organisation. Variety @ Work events are not for the extended family. If siblings are welcome at the event you will be notified. You should only nominate children who are part of your organisation/school.  
As the events are specifically designed for children please limit the number of parents/carers per family to provide space for more children to attend the event. There is an understanding for those children who do require extra care.  
Please note that all events require that the child/children attend with a parent/carer. If an appropriate carer is not with a child they will not be allowed to attend.
- **Cost** – The only cost incurred for attendee is for their transport and parking. Entry into the events is supported by Variety - the Children's Charity.
- **Attendance** – If a child from your school/organisation is unable to make the event, Variety is to be notified **IMMEDIATELY**. Often we have a long waiting list of children. It is unfair if they could have attended in place of someone else.  
There will be a registration desk where those attending will have their names marked off to gain entry. If their name is **not** on the list there will be **no entry!** Please make sure you register all your attendees and do not send anyone along (including extra parents/carers) who have not been pre registered for the event. If an event is ticketed, you will be notified when your request is accepted. For these events tickets will be posted out prior to event and it is the responsibility of the organization/school to distribute. In regards to the Christmas Party and Bike program if a child cannot attend on the day they **will not receive their bike or present**. The child must be present.
- **RSVP** - Variety @ Work follows a **FIRST IN BEST DRESSED** policy. Responses are accepted in order of the date and time they arrive via email at the Variety office. If it happens that you are unsuccessful and you miss out on the event, you will be placed on a waiting list in order and if a school/organisation cancels then you will be notified. So get your responses back as soon as possible.
- **Filling in the response form** - With each invitation sent out there will be an attached excel spreadsheet (labelled response form) which must be filled in for each event. It is very important you follow the correct procedure when filling in the response form as it will make the process more efficient and effective for all involved. Incorrect forms will be sent back for re-submission. When filling in the response form or sending in emails in regards to the events, it is essential you state your organisations name. This is how we will register the children eg Brunswick Special School, or if you are from an organisation with more than one location it is essential that you label the suburb eg Anglicare – Brunswick.  
If you have several departments within your school/organization please nominate one person who will co-ordinate your response form. This person can be different to the registered contact person. You will need to advise Variety when returning the form that you are co-ordinating it on their behalf. Please note that multiple responses from the one registered school/organization will not be accepted or collated. If you have any questions please contact us.

- **Sample response form**

Please ensure forms are completed correctly as incorrect forms will be sent back.

Below is a sample of a possible response form. Each event will have a slightly different form to suit the details required. If you are ever unsure or have a question please contact us.

Also remember to provide the contact details of someone who will be contactable during the event if required.

<i>Surname</i>	<i>First</i>	<i>Age</i>	<i>Female</i>	<i>Male</i>	<i>Carer's name</i>	<i># of carers</i>	<i>Wheelchair</i>	<i>NO Photo</i>
Smith	Harry	10		1	Jill Smith	1	1	
Jones	Sarah	6	1		Di & Joe Jones	2		1

- **Name** In some cases Variety understands due to protective reasons you may not be able to state the full name of the child. This is fine as long as there is some reference eg Harry. S, Smith. H.
- **Age** Place in the child's actual age. For the Christmas Party you will instead provide the child's intellectual age (this will refer to the present given).
- **Male/Female** This column must be marked numerically with a 1 according to the child's gender. Marking the column numerically will assist Variety as to how many males/females will be attending the event.
- **Carer's Name** This column requires the name of the parent/carer who will be attending the event with the child. If there is a parent/carer attending the event with more than one child their name only needs to be placed on the list once.
- **No. of Carers** This column needs to be marked numerically with a 1 for every parent/carer.
- **Wheelchairs** It is essential that if a child is attending the event in a wheelchair or uses a walking aid you must numerically mark a 1 in the column this will allow us to cater for the amount of wheelchairs attending the event.
- **NO Photo** At most events we will have a photographer and/or media. If a child is not allowed to be photographed please place a 1 in this column. The child will be given a sticker to wear to identify to us that this child's image **cannot** be used for promotion.

Please follow the example given on each response form. If asked to put in a numerical response it is very important you do so as all the information is automatically calculated and saved to a master spreadsheet for the event. Please ensure you check all response sheets before emailing them in and ensure all fields are marked correctly either with names or numbers. (Please do not place ticks/crosses in the columns).

Thank you for taking the time to read this information. Variety looks forward to your organisation participating in the Variety @ Work program. If you have any questions or comments on the information above please contact the Variety Office. When registering for an event please do not hesitate to contact the Variety office if you require help.

**Variety – the Children's Charity**

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**Live, Laugh, Learn**