



WOMENS SHED CENTRAL COAST CREATE | BUILD | GROW

WSCC Workshop Facilitator Information and Service Schedule

The Women's Shed Central Coast NSW Inc was established to create connections and address social isolation for women on the Central Coast. In the spirit of this commitment to the community, WSCC has established a service schedule that is equal for all.

As a Workshop Facilitator at WSCC, you can choose to donate your time and expertise, or we can engage you as a contractor. All information on either option is detailed below:

Volunteer Facilitator

As a Volunteer Facilitator, you will volunteer your time and expertise to the WSCC and our community. Your workshop will be run at a low cost to the participant, enabling those on lower incomes to attend. As a Volunteer Facilitator your insurance will be covered by WSCC.

Contract Facilitator

As a Contract Facilitator, you will contract your time and expertise to the WSCC and our community. Your workshop will be run at a higher cost to participants to cover your fee. As a Contract Facilitator you will be required to have your own Public Liability insurance, and provide WSCC with a current Certificate of Currency. This is a condition of our own insurance, and not something we can change. As a Not-for-Profit, our insurance only covers volunteers.

Payment Schedule for Contractors

\$60 per hour for the first 1-3 hours inclusive

\$40 per hour thereafter.

For example:

-If a workshop is 2.5hrs, a facilitator will be paid \$150

-If a workshop is 3.5hrs, a facilitator will be paid \$200

-If a workshop is 5hrs, a facilitator will be paid \$260

*Please note: Payment schedule does not include set up/pack down or travel time. Payment covers active advertised workshop time only.

Facilitator Payment

Payments to facilitators will be paid in total upon receipt of invoice provided to us. In most cases payment will be made within 7 days, however as a volunteer organisation, this cannot be guaranteed.

Materials and Expenses

- Any materials required for the workshop must be purchased by the facilitator, with the cost of materials invoiced to WSCC (unless WSCC already has the materials required).
- All material costs must be agreed upon and outlined in the Facilitator Agreement prior to purchase. Any extra materials in excess of the initial agreed materials will not be covered by WSCC.
- Receipts for any materials must be sighted by, and a copy given to our Treasurer.
- The cost of materials needed to run the workshops are to be covered by the workshop fee paid by the participants. All materials and equipment costs must be detailed in the Workshop Facilitator EOI form before the workshop can be approved. This will enable us to make sure the workshop will be affordable for our Members and participants.
- Any leftover materials remain the property of WSCC, and are to be stored appropriately after the workshop.
- If any required materials are things that might only be partially used, and are already owned by the facilitator, such as ink pads or similar, please estimate usage costs, and outline these costs in the Facilitator Agreement.

WSCC Workshop Imbursement

In addition to the Facilitator fee, WSCC will add a fee of \$100 for each workshop to cover insurance, electricity and other consumables. This charge is passed on to the attendees in the ticket pricing, not the facilitator. If you would like to run a longer term series of classes, for instance a 6 week yoga class, WSCC will add a \$50 fee per class rather than \$100 in off-peak times such as midweek evenings. The discount is not available on weekends.

WSCC does not run any workshops for free. There are two reasons for this:

1. Our organisation is run entirely by volunteers, and we have no permanent source of income. We have ongoing costs such as electricity and insurance which needs to be covered. Workshops require planning, organisation and advertising which all costs time and money. The small amount WSCC makes from our workshops will cover these costs and keep us running.
2. Free workshops attract attention, but not participation. In the past we have learned from experience that if you advertise a workshop for free, many people RSVP, filling up the available spots, but then only about 50% turn up on the day. Small investments mean people take the efforts of our volunteers more seriously, and it encourages people to participate.