

Presentation Ball Committee Checklist

Person responsible: SSC Senior School Assistant Principal

	Date	Done
A member of SSC staff is on the SSC Presentation Ball committee.		
Working with Children's checks must be submitted for all adults involved in the SSC Presentation Ball. This includes recording the WWC number and keeping a copy of the WWC check on file.		
All students completing the SSC Presentation Ball have read and signed and returned the Policy to the committee.		
All parents/carers have signed an agreement, which covers their willingness to meet the financial costs associated with the SSC Presentation Ball.		
All students completing their SSC Presentation Ball are current students of Stawell Secondary College.		
All students are currently completing Year 11 or are in Year 10 in line with the SSC Presentation Ball Policy requirements.		
If a Year 12 student is completing the SSC Presentation Ball, permission from the Principal and committee in line with the Presentation Ball Policy must be sighted.		
Confirmation that at least 7 partners will be completing the SSC Presentation Ball. (minimum number requirement)		
All expenditure for the SSC Presentation Ball is approved by the Principal/ (10-12) Assistant Principal, Business Manager and Committee.		
Any After Party must be set for a later date, after the event weekend.		