

# School Champion Guide



[www.variety.org.nz/get-support/for-schools-and-referrers](http://www.variety.org.nz/get-support/for-schools-and-referrers)



## Thank you!

A **Variety School Champion (VSC)** is a school staff member who supports parents, caregivers and whānau to apply for and use Variety's funding programmes. Our School Champions are very important to us. You do a wonderful job and Variety appreciates the time and effort you put in. This guide walks you through everything you need to know.

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## 1. Your Role as a School Champion

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### A School Champion can:

- ✓ Identify tamariki who would benefit from support
- ✓ Help caregivers apply for Variety Child Sponsorship or an Individual Grant
- ✓ Make claims for a child – with caregiver permission
- ✓ Help manage a child's funding with caregiver permission.

### A School Champion cannot:

- ✗ Make applications on a caregiver's behalf
- ✗ Make claims without written caregiver permission
- ✗ Submit claims by email – portal only
- ✗ Use Variety funds for school attendance fees, donations, contributions, or food.



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## 2. Variety's Programmes

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### VCS – Variety Child Sponsorship

Ongoing sponsorship – a caring sponsor covers a child's essentials year-round. VCS is for children aged 4-17 years who are attending school or home schooled.

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**\$450 per child, per year**

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#### VCS CAN PAY FOR:

- Clothing, shoes and school uniforms
- Bedding and towels
- School stationery and camps
- Digital devices
- Medical expenses
- Extracurricular activities

### IG – Individual Grants

A one-off payment for a specific item. Assessed by need – up to 3 funding rounds per year. For children aged 5-18.

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**Up to \$2,000 per approved application**

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#### IG CAN PAY FOR:

- Beds and bedding (supplied by Variety)
- Medical assessments or mobility equipment
- School camps and uniforms
- Digital devices for children aged 8-18 (supplied by Variety)
- Extracurricular activities

#### Variety cannot fund:

Food

Petrol

School attendance fees

School donations

Holiday programmes

Overseas trips

Yearbooks

Formals and balls

Leavers hoodies

After-school care

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## 3. Applying for Variety Child Sponsorship (VCS)

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*The caregiver must submit the application from their own account.*

### 1 Caregiver creates a portal account

Go to [variety.org.nz](https://variety.org.nz) and register with their email. Call (09) 520 4111 for help.

### 2 Caregiver submits the application with supporting documents

#### Income evidence:

- The caregiver's physical, in date Community Services Card

#### Also required:

- Clear individual colour photo of the child (not a group photo)
- Birth certificate, NZ passport (can be expired) or residency visa



Example photo

**Note:** MyMSD screenshots are not accepted. A photo of the physical Community Services Card is required.

### 3 Variety reviews and waitlists the child

If approved, the child joins the waiting list. Finding a sponsor typically takes 24 months – sometimes longer. Notify Variety if the child moves schools OR any contact information changes prior to them being matched with a sponsor.

### 4 Child matched – funding available to claim immediately

Variety emails a Welcome Pack to the caregiver and notifies the School Champion. Only the child's first name, age and region are ever shared with their sponsor.

## 4. How to claim VCS funding

Variety does not give caregiver's cash, all funding must be claimed as a Warehouse Purchase Order or through an invoice from a supplier. School Champions can submit claims on behalf of a caregiver, but **the caregiver must consent** to this. All claims from School Champions **must go through the portal** – not email.

### 1 Warehouse Purchase Orders

A physical voucher for use at any Warehouse store. Printed and posted by Variety – allow 2–4 weeks. Caregiver needs photo ID in-store.

### 2 GST Invoice

For items not available at The Warehouse or for fees such as school uniform or camp. The invoice must show:

- Child's name or Variety reference number
- Itemised list of goods or services
- Supplier bank account details
- Supplier GST number (if applicable)

Variety pays the supplier directly. Caregivers are not reimbursed for money already spent.

TAX INVOICE			
Variety - The Childrens Charity			
<b>Invoice Date</b>	02/10/2023	Hope Uniform Shop 3 Southwest road Pukapuka 6161	
<b>Invoice Number</b>	INV - 3750		
<b>Reference</b>	E - 1516		
<b>GST Number</b>	54-321-543		
Description	Quantity	Unit Price	Amount NZD
Bucket Hat	1.00	8.70	8.70
Shorts	1.00	34.78	34.78
		Subtotal	43.48
		TOTAL GST 15%	6.52
		<b>TOTAL NZD</b>	<b>50.00</b>
<b>Due Date: 02/11/2023</b> Eastgate Bank – Hope Uniform Shop 2525-26-27 000			
-----			
PAYMENT ADVICE			
To: Hope Uniform Shop 3 Southwest Road Pukapuka 6161	Customer Invoice Number Amount Due Due Date Amount Enclosed	Variety - The Childrens Charity INV - 3750 50.00 02/11/2023	
Enter the amount you are paying above			

Example invoice



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## 5. Renewing VCS annually

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Every child must renew annually to receive another year of funding. There are four renewal terms – caregivers have the full 3 months to renew their child’s sponsorship.

Term	Renewal period
Term 1	December – February
Term 2	March – May
Term 3	June – August
Term 4	September – November

### Renewal documents required:

- Photo of Caregiver’s physical in date Community Services Card
- Clear individual colour photo of the child
- A drawing for children aged 12 or under
- Completed ‘About Me’ form filled out by the child to be shared with their sponsor

**Important:** If the renewal isn’t submitted or any required information is missing by the end of the term, **the child is removed from the programme.**

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## 6. Protecting privacy

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Variety’s privacy policy prevents any of the following information from being shared between children and sponsors:

- School names, uniforms or crests
- Sports team names, uniforms or crests
- Surnames or middle names
- Specific locations or addresses
- Exact dates of birth
- Any information that could identify where a child or sponsor lives

Sponsors and children communicate via the Variety portal messenger or via post through Variety. All messages are checked by Variety before delivery.

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## 7. Applying for an Individual Grant (IG)

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A one-off payment for something a child needs. Applications are assessed by need – not all will be funded. In some cases, a letter from the school can be helpful if the child needs a specific item that Variety does not usually fund. This does not guarantee funding.

**A child can only receive an IG once every 12 months.** They do not need to be on VCS to apply. Individual Grants are distributed up to 3 times a year, funding is not guaranteed.

For the most up to date information about application dates please refer to the Variety website. Apply at: [www.variety.org.nz/get-support/apply-for-ig](http://www.variety.org.nz/get-support/apply-for-ig)



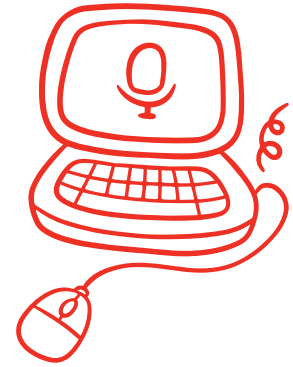
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## 8. Using the Variety website

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All applications, claims and renewals are submitted on [variety.org.nz](https://variety.org.nz). You need a website account to see sponsored children at your school on the School Champion Dashboard.

To register as a school champion or update your details, contact Variety. If you are already registered, you can log in on the website. Just go to [variety.org.nz](https://variety.org.nz) and click 'Sign in'.



### The School Champion Dashboard enables you to

1. Check the funding balance of children at your school
2. Make a claim on behalf of a child with caregiver consent

Once you log in, you can scroll down to see the list of sponsored children at your school. Click on them to check how much funding they have available.

### Making a claim – step by step

1. Log in → Scroll down → select the child → + New Claim
2. Select the claim type: The Warehouse Purchase Order or Other if submitting an invoice.
3. Enter the amount, select items from the drop-down menu and add any notes. For a GST invoice, attach the document before submitting.
4. Click the red Submit button. Warehouse POs are posted within 2–4 weeks. GST invoices are paid within 2–4 weeks. Variety will email the caregiver if more information is needed.



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## 9. Other School Champion activities

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### **Updating contact details and caregiver changes**

If a family moves or changes their phone number, email [kiwikids@variety.org.nz](mailto:kiwikids@variety.org.nz) so Variety can update records and keep communications going. If a child's primary caregiver changes while they are on the programme or waiting list, please let Variety know. It is important that the correct person has access to a child's funding.

### **If a child changes schools or the School Champion changes**

Children who move school can stay on VCS and keep using their funding. Let Variety know the new school details – if unknown, Variety will contact the family directly.

If the School Champion at your school changes, let Variety know immediately so the new champion can be linked to tamariki at your school.



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## 10. Frequently Asked Questions

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### **How does a caregiver apply for VCS?**

They apply online at [variety.org.nz](http://variety.org.nz) – Variety does not use paper forms. School Champions can assist, but the caregiver must submit the application via their own account.

### **Can caregivers apply for all their children at once?**

Yes – caregivers can apply for all the eligible children in their care. They will need to submit separate applications for each child.

### **What is a sponsor?**

A caring person committed to a child's wellbeing who funds their essentials through Variety. They receive the child's photo, first name, age and region only – never identifying information. All messages between families and sponsors are checked by Variety before delivery.

### **Do School Champions need permission to use a child's funding?**

Yes – always, no matter how small the amount. Get written permission (email is fine) and keep a record.

### **Can a school buy something for a family and get reimbursed?**

Yes – if the school agrees to purchase an item, invoice Variety directly. The invoice must include bank details, a GST number if applicable, and an itemised list. Families themselves are not reimbursed for money already spent.




### **What if a child moves to another school?**

They can stay on VCS and keep using their funding. Email [kiwikids@variety.org.nz](mailto:kiwikids@variety.org.nz) with the new school details so Variety can update their records.





**variety**  
the children's charity

-  (09) 520 4111  
Monday to Friday, 8.30am – 5pm
-  [kiwikids@variety.org.nz](mailto:kiwikids@variety.org.nz)
-  Level 1, 300 Great South Rd,  
Greenlane, Auckland

[variety.org.nz](http://variety.org.nz)

