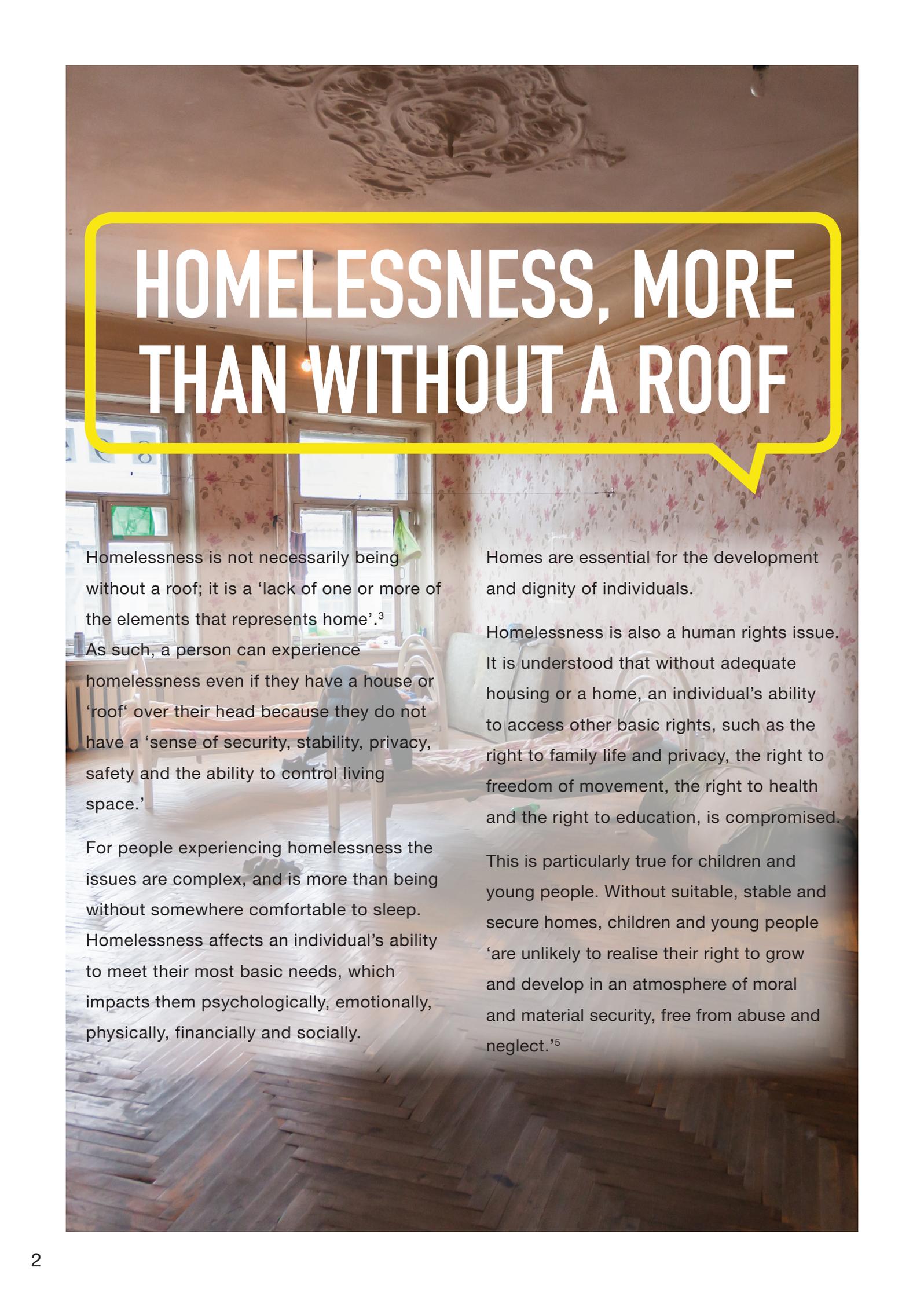




VINNIES

SCHOOL
SLEEPOUT™
KIT



HOMELESSNESS, MORE THAN WITHOUT A ROOF

Homelessness is not necessarily being without a roof; it is a 'lack of one or more of the elements that represents home'.³

As such, a person can experience homelessness even if they have a house or 'roof' over their head because they do not have a 'sense of security, stability, privacy, safety and the ability to control living space.'

For people experiencing homelessness the issues are complex, and is more than being without somewhere comfortable to sleep.

Homelessness affects an individual's ability to meet their most basic needs, which impacts them psychologically, emotionally, physically, financially and socially.

Homes are essential for the development and dignity of individuals.

Homelessness is also a human rights issue. It is understood that without adequate housing or a home, an individual's ability to access other basic rights, such as the right to family life and privacy, the right to freedom of movement, the right to health and the right to education, is compromised.

This is particularly true for children and young people. Without suitable, stable and secure homes, children and young people 'are unlikely to realise their right to grow and develop in an atmosphere of moral and material security, free from abuse and neglect.'⁵



**PEOPLE EXPERIENCING
HOMELESSNESS ARE NOT MERELY
OBJECTS OF CHARITY, SEEKING
HELP AND COMPASSION.
LIKE ALL AUSTRALIANS, THEY
ARE INDIVIDUALS ENTITLED TO
PROTECTION AND PROMOTION OF
THEIR HUMAN RIGHTS.**

THE AUSTRALIAN HUMAN RIGHTS COMMISSION



HOW YOU CAN GET INVOLVED

Your community is invited to join Vinnies Youth in offering a hand up this winter. Your communities involvement in the Vinnies Sleepout Initiative is a fun and interactive way to raise awareness about the issues and effects of homelessness, social exclusion and poverty being experience by individuals and families across Australia. Taking part in the Vinnies Sleepout Initiative, is one way you can take action against the homelessness crisis Australia is facing. This is a great opportunity for young people to engage in advocating for change, whilst making a difference to the lives of people in their local community.

For your community, this will:

- Encourage students to connect with an evident and increasing need in your local community.
- Challenge your school community to make a difference to those living rough within your local area.
- Raise awareness about the many faces of homelessness in the hopes of breaking stereotypes.
- Allow your school community to be a voice for those in need in your local community.
- Further educate your community.
- Connect your school with preexisting homeless services within your community, such as homeless vans or social justice groups.
- Advocate and raise funds to show your school that you can make a difference this winter.

For schools hosting a Vinnies Sleepout you can link to the following curriculum outcomes.

ACHASSI081

ACHASSI102

ACHASSI104

ACHASSK118

ACHASSK119

ACHASSI130

ACHASSI132

ACHCK052

ACHCK079

ACHCK080

ACHGK081



WAYS YOU CAN MAKE AN IMPACT

RAISING AWARENESS

Raising awareness is the first step to making a difference. When we are aware of the issues and who they are affecting, we can then begin to bring about change. The process of raising awareness involves challenging commonly held stereotypes that are often fixed and oversimplified images, that don't accurately reflect the realities of the issue.

The School Sleepout Initiative helps to raise awareness of this pressing social issue and gives people an understanding of the realities of homelessness.

Over the past five years, there has been a 30% increase in the number of families with children being assisted by homeless services, such as Vinnies.

WHEN WE UNDERSTAND THE ISSUE, WE CAN THEN BEGIN TO BE ADVOCATES FOR CHANGE.

FUNDRAISING

Many people who require access to support services do so through various organisations, many of which are charities and not for profit organisations, who rely on the support and generosity of the public.

The St Vincent de Paul Society first began helping Australians in 1854, and we've been active in the community ever since.

Our work relies on donations from the public. The School Sleepout Initiative and Winter Appeal play a substantial role in contributing to these donations. Money raised goes towards supporting people experiencing hardships in your local community.

HOW YOUR FUNDS CAN HELP

- \$25 can provide someone with a month's supply of personal hygiene and toiletries products.
- \$40 can assist in covering the gap to pay a utilities bill.
- \$50 can provide a set of clothes to a young person experiencing homelessness.
- \$120 can assist a family of four with emergency food until their next payment.
- \$210 can provide a person with a bed and meals for one week.



WAYS YOU CAN MAKE AN IMPACT



VOLUNTEERING

Organisations like Vinnies rely on the ongoing support and commitment of individuals to give generously of their time and talents. Without this generosity we would not be able to do good works throughout local communities across Queensland and Australia.

There are many opportunities for young people who are passionate about supporting their local community to get involved in the good works of the Society. By volunteering your time and skills, you can help to support local children in your area to hope for a better future, by offering them a *Hand Up*.

To discuss the different opportunities available for students 16 years and over, contact your local Vinnies Youth Engagement Officer.

DONATIONS

Goods in kind, like funds, play a vital role in being able to provide assistance to people in need of support. In particular, for people experiencing homelessness during the winter months there is often a need for blankets, warm clothing, jackets, enclosed shoes and non-perishable food.



HOW YOUR DONATIONS CAN HELP



Simply donating any spare clothing or shoes that are in good condition could provide a young person with dignity and warmth.



Hosting a blanket or canned food drive could assist a local family with the extra supplies they might need.



Donating unwanted household items in good working order can assist a newly housed family to land on their feet.



Collecting hygiene and toiletries products can help to affirm the dignity of those who might be sleeping rough.

VINNIES SCHOOL SLEEPOUT

Hosting your own Vinnies school Sleepout is a simple, fun and effective way for students to engage in raising awareness about homelessness, social exclusion and poverty. Hosting a Sleepout is a unique to stand in solidarity with individuals and families across Queensland and Australia who are experiencing homelessness, by sleeping rough for a night.

HOW TO ORGANISE A SCHOOL SLEEPOUT

School Sleepouts can occur at any time throughout the year. There is no minimum requirement for how many students, or how many participants can be involved, or for how long the experience goes for. The hosting school community is responsible for ensuring there is adequate adult supervision throughout the entire event.

HOW WE SUPPORT

Each school is responsible for organising and hosting their Sleepout. Your local Vinnies Youth member is able to assist in a number of ways;

- Helping to plan your event
- Running an interactive workshop (typically between 30-90mins)
- Collecting Donations
- Assembly presentation around the Sleepout and Winter Appeal
- Activity Ideas and additional resources or information





HOSTING A SLEEPOUT



1

REGISTER YOUR SCHOOL SLEEPOUT

Complete the Online '**COUNT ME IN!**' Registration Form at vinniesyouthqld.org.au or the '**COUNT ME IN!**' FORM IN THIS DOCUMENT AND CLICK SUBMIT.

Once your registration is complete, a local Society representative will be in touch.

2

PLAN YOUR EVENT

PICK A DATE

- You can hold your School Sleepout anytime that suits your school calendar.

PICK A VENUE

- You can organise your School Sleepout anywhere safe within your school. This might be your multi-purpose centre, hall, classroom, parish grounds or staff rooms. Points to consider when picking a venue:
 - Wet weather: It is great for the atmosphere to be somewhat exposed to the elements but make sure there is shelter in case of rain.
 - Toilet facilities. That are accessible all night.
 - Power supplies. So you can make hot drinks/soup.
 - Water supply.

PROMOTION

- Get the word out! Promote your event throughout the school community.
- Create flyers and put them around school. Put the information in the school newsletter, school announcements and speak at assembly. You can use the editable promotional Sleepout flyer in this document (available to download from our website) or create your own to put around.
- If your school has a social media page such as Facebook and Instagram you can promote the Sleepout there too. Feel free to include #vinniesyouthqld #vinniesleepout – but make sure you get permission for all your promotions from the relevant teachers.

SIGN UP AND REGISTRATION

- Keep a list of all the students who sign up to attend. A sample Permission Form has been included in this kit or use your school's permission forms.



At least one school staff member or designated adult must be present during your School Sleepout event.

3

RISK MANAGEMENT

- Consider the potential risk associated with your event and plan what you can do to reduce or eliminate these risks.
- Make sure there is a first aid officer and kit at the event.

4

PREPARING FOR THE EVENT

- Collect cardboard boxes for people to sleep on or have people bring them.
- Create and distribute a list of things participants need to bring (pillow, jumper/warm clothing, sleeping bag, tooth brush etc).
- Organise food for dinner and breakfast. Appropriate food such as soup for dinner helps to 'set the scene.'
- Create a sign in sheet and desk to go at the door. This is important in case of emergency.
- Organise for the use of the school camera so you can take lots of photos. You might even like to pick someone to be the 'photographer' for the night or ask a teacher.
- Will there be a fundraising element on the night?
Can you advertise this event in your newsletter/community newspaper?



5

CREATE AN AGENDA FOR THE NIGHT

EXAMPLE AGENDA NIGHT

TIME	ACTIVITY	PERSON RESPONSIBLE
4.30pm	Welcome and Event Overview	Led by Mrs Thompson
5.00pm	Whole Group Activity: Poverty Game	Vinnies Youth representative
5.30pm	Presentation: School Sleepout and Group Activities	Vinnies Youth representative
6.15pm	Dinner – Soup and bread rolls	Served by Vinnies group with help from parent volunteers
6.45pm	Small Group Activity: Cardboard Structures Game	Led by Mrs Thompson
7.15pm	Documentary	Organised by Mr Ryan
8.45pm	Debrief	Led by Mr Ryan
9.15pm	Bed	

CREATE AN AGENDA FOR THE MORNING

EXAMPLE AGENDA MORNING

TIME	ACTIVITY	PERSON RESPONSIBLE
6.45am	Wake up	
7.00am	Breakfast – bacon and egg rolls	Served by parent volunteers
7.15am	Debrief of sleepout experience	Led by Mr Ryan
7.45am	Liturgy	Led by school Vinnies group with support from Mr Ryan
8.15am	Where to from here	Led by Mrs Thompson
8.30am	Home time	

6

- Complete the 'Post Sleepout Event', & Fundraising Form.
- Share it, we would love to hear about how your experience went and any photos or videos taken.
- Update your school community on the event.
Write a story for the newsletter or speak at assembly.
- Thank anybody who supported your event.
This might be your teachers or any organisation that helped.

ON THE NIGHT

Engaging students in fun, interactive and meaningful activities is the key to hosting a successful Sleepout. The information below is a guide only, and the Vinnies Youth team is happy to work with any school community to assist with planning the event.

SETTING THE SCENE

1

WELCOME STUDENTS INTO THE SPACE AND ACKNOWLEDGMENT OF COUNTRY.

2

EXPLAIN HOW THE EVENT WILL WORK (WHS REQUIREMENTS, WHERE TOILETS ARE, WHERE TO GO TO IN CASE OF EMERGENCY ETC.)

3

OVERVIEW OF PROGRAM/SCHEDULE.

4

EXPLAIN THE PURPOSE OF THE EVENING.



TERMS AND CONDITIONS

EVENT PROMOTION AND FUNDRAISING

1. Once your Registration is submitted, a Letter of Authority to raise funds in the Society's name together with your confirmed Registration will be sent to you.
2. Once you are approved, you may use the Society's official logo to promote your fundraising event but may not use it in conjunction with selling or promoting of any commercial produce or service. The officially approved event logo will be forwarded to you if requested.
3. The Society does not permit its name or logo to be used to endorse any commercially available products or services without the explicit written approval of the State Council of the St Vincent de Paul Society Queensland.
4. All artwork using the Society logo for external public audiences must be first approved by the Society before being printed.
5. Any promotional material designed to encourage public support for your event including notices, tickets, brochures or advertisements must include the words: 'all funds raised will benefit St Vincent de Paul Society Queensland'.
6. All funds raised in the name of St Vincent de Paul Society Queensland must be deposited into an account in the Society's name at a recognised financial institution. Details of the Society's banking arrangements will be provided to you. (It is an offence in Queensland to deposit funds raised in the name of a charity into a private bank account (Collections Act 1966)).
7. Gifts (of \$2 or more) to the Society are tax deductible and official gift receipts are available on request. Where interim receipts are required either for gifts or other contributions, a supply of receipt forms may be obtained from the State Office under certain conditions.
8. Funds raised in the name of St Vincent de Paul Society Queensland may not be shared with any other organisation. Joint fundraising events may be approved but written approval must be sought from all benefiting charities prior to the conduct of the fundraising.
9. All Authority holders are required to complete and sign a Report of Fundraising. The Report, in the required format, together with all supporting receipting and banking vouchers, should be forwarded to the Society's State Office within 30 days of the completion of the fundraising or by 30 June each year, whichever is the earlier date. The Vinnies Youth Team will email this to you after the event and will help you complete this. See Post Sleepout Event and Fundraising Form

RISK MANAGEMENT AND SOCIETY INVOLVEMENT

10. All Authority holders are expected to manage risks associated with their fundraising events and must consider the safety of participants, insurance s where necessary, licenses, permits and council approvals that may be required with certain types of events.
11. St Vincent de Paul Society Queensland staff are unable to become directly involved in the conduct of your event but will be available to provide advice and support on the night as required.

JOIN IN ON YOUR SCHOOL SLEEPOUT!



EVERY NIGHT IN QUEENSLAND THERE ARE 3,372 CHILDREN UNDER 12 HAVE NO PLACE TO CALL HOME.

13% PEOPLE OF EXPERIENCING HOMELESSNESS IN QUEENSLAND ARE YOUNG PEOPLE 13-24 YEARS OLD

DATE: _____ TIME: _____

LOCATION: _____

WHAT TO BRING: _____



COUNT ME IN 'REGISTRATION FORM'

School Name		ABN	
Contact Person		Position	
Phone		Email	
Address			
Suburb		Postcode	

SCHOOL SLEEPOUT EVENT

Date		Start / Finish time		Venue		Approximate number of students	
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Brief description of what you will be doing during the event.	
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Fundraising Start Date	<input type="text"/>	Will you be collecting donations?	<input type="checkbox"/> Yes	Will you require a Society representative to collect these? If yes, when would you like this to be collected.	<input type="checkbox"/> Yes
Fundraising End Date	<input type="text"/>		<input type="checkbox"/> No		<input type="checkbox"/> No

Would you like a Society representative to talk to your group prior to or during the event?	Please indicate which of the following facilities are available to be used.	Is there any additional support you would like?
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide suggested date and time:</i> <input type="text"/> <i>Please indicate the space available for the Society representative use.</i> <input type="checkbox"/> Assembly hall <input type="checkbox"/> Outdoor quad <input type="checkbox"/> Classroom <input type="checkbox"/> Indoor sports hall <input type="checkbox"/> Library <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Projector <input type="checkbox"/> Microphone <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Computer <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please describe:</i> <input type="text"/>

I/we acknowledge that we have read the Terms & Conditions as set down by St Vincent de Paul Society Queensland and agree to abide by these.

Name _____

Signature _____

Name of organisation/school _____

Position _____ Date ____ / ____ / ____

PRESS SUBMIT to return form via email once complete. Submit

SAMPLE PERMISSION FORM

Dear Parent/Guardian,

Students are invited to attend and participate in the School Sleepout event. The event will be held at (Place) from (Time) on (Event Date), and will conclude at (Time) the following morning. Dinner and breakfast will be provided to participants, and they will be required to bring a pillow and sleeping bag, warm clothing and a toothbrush.

The School Sleepout allows students to connect on a personal level with the issue of homelessness by sleeping out as a school community, whilst raising awareness to support the work of the St Vincent de Paul Society Queensland.

The event will include activities designed to break open the issue of homelessness. Such activities will include a St Vincent de Paul Society presentation about homelessness and the School Sleepout, and a simulated homeless experience through students 'sleeping out' in a controlled environment monitored by staff and parent volunteers.

We hope the School Sleepout initiative will give our students a tangible experience of what it would be like to be homeless, bring awareness about the realities faced by people considered to be homeless, and encourage students to do something about it!

Please sign the slip below to indicate your permission for your child to attend. If you have any questions about the School Sleepout, please contact me at the office. Students are asked to return the slip to Student Services by (2 weeks prior).

Kind Regards,

(Insert teachers name) _____

Position _____



Permission Slip for (School Name) School Sleepout *Please return to Student Services by (2 weeks prior).*

I give permission for my child, _____ to attend the (School Name) School Sleepout on (Date).

I consent to my child having their photo taken for use by the St Vincent de Paul Society Qld in promoting or follow up for the event.

Dietary Requirements _____

Parent/Guardian Signature _____ Date _____

EVENT CHECKLIST



SCHOOL SLEEPOUT PLANNING PROCESS

6 WEEKS PRIOR

- Pick a date
- Pick a venue
- Create a draft agenda
- Check your school's Risk Management policy
- Register your school by completing the 'Count Me In' form

4 WEEKS PRIOR

- Invite any guest speakers or workshop presenters
- Start promoting your School Sleepout at your school
- Start distributing Permission Forms to interested students
- Create a register of students who sign up to attend

2 WEEKS PRIOR

- Confirm any guest speakers or workshop presenters
- Finalise activities and agenda
- Finalise register of student participants
- Create resource list
- Organise catering (identifying any dietary requirements)

✓ WEEK OF THE EVENT

- Prepare all resources for event
- Confirm catering
- Remind student participants

SCHOOL SLEEPOUT EVENT OVERVIEW

Start		Finish	
Venue			
Person Responsible		Position	
Student Participants		Teachers	
Event Overview			
Supporting Documents	Schedule: <input type="checkbox"/> Yes <input type="checkbox"/> No Risk Management: <input type="checkbox"/> Yes <input type="checkbox"/> No Contact List: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:		

FUNDRAISING FORM

Thank you for raising funds to support the good works of the Society in your local community.

Your donations go to supporting individuals and families within your local community to help rebuild their lives.

**THIS FORM MUST BE COMPLETED IF YOU HAVE COLLECTED FUNDS
AS PART OF YOUR VINNIES SCHOOL SLEEPOUT**

School Name			
Address			
Suburb		Postcode	
Date funds were banked		Amount Fundraised	
Reference used to deposit monies			

THE ST VINCENT DE PAUL SOCIETY QUEENSLAND BANK DETAILS

BANK - Commonwealth Bank

NAME - Society of St Vincent de Paul

BSB - 064 002

ACCOUNT NO - 0091 4461

WHICH ST VINCENT DE PAUL SOCIETY SERVICE WOULD YOU LIKE THE FUNDS TO GO IN TO?

LOCAL CONFERENCE **YOUTH PROGRAMS**

OTHER PLEASE SPECIFY

--

POST SLEEPOUT EVENT FORM

Name	
School name	
Post Code	
Email	

Who was the donation given to? Conference member Vinnies Youth Officer Direct deposit

Did your students find the Sleepout meaningful? YES NO

Do you feel your involvement in the Sleepout initiative has been relevant, beneficial and worthwhile for your students? YES NO

What was the highlight of your Sleepout?

If goods in kind were donated please advise (for example blankets, jackets, cans etc).

What would you like to see in next year's Sleepout?

If money was raised as part of the Sleepout Initiative please specify how much. \$ _____

Would your school like to get involved with other Youth Initiatives of the St Vincent de Paul Society? YES NO

Do you have any photos or stories you'd like to share with us? YES NO

PRESS SUBMIT to return form via email once complete.

Submit

CONTACTS

REGIONAL QUEENSLAND

TOOWOOMBA

07 4699 5222 — julie.inskip@svdpqld.org.au

ROCKHAMPTON & SURROUNDING AREAS

07 4927 8073 — samara.thompson@svdpqld.org.au

BUNDABERG & SURROUNDING AREAS

07 4131 0206 — michael.siccama@svdpqld.org.au

MACKAY

07 4957 3955 — annamaria.cappello@svdpqld.org.au

FAR NORTH QUEENSLAND

07 4033 8300 — davina.dansie@svdpqld.org.au

TOWNSVILLE

07 4771 4077 — mary.mcauliffe@svdpqld.org.au

SOUTH EAST QUEENSLAND

BRISBANE CITY/SOUTH

07 3832 1804 — daniel.ingledew@svdpqld.org.au

0407 172 685 — anthony.forshaw@svdpqld.org.au

WESTERN BRISBANE

07 3716 1200 — michael.cusack@svdpqld.org.au

0447 587 344 — rachel.martin@svdpqld.org.au

NORTHERN

0409 851 674 — ben.mason@svdpqld.org.au

0429 862 160 — emily.cramb@svdpqld.org.au

GOLD COAST AND COUNTRY

0417 924 608 — blaize.vanniekerk@svdpqld.org.au



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GENERAL ENQUIRIES



3010 1000



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