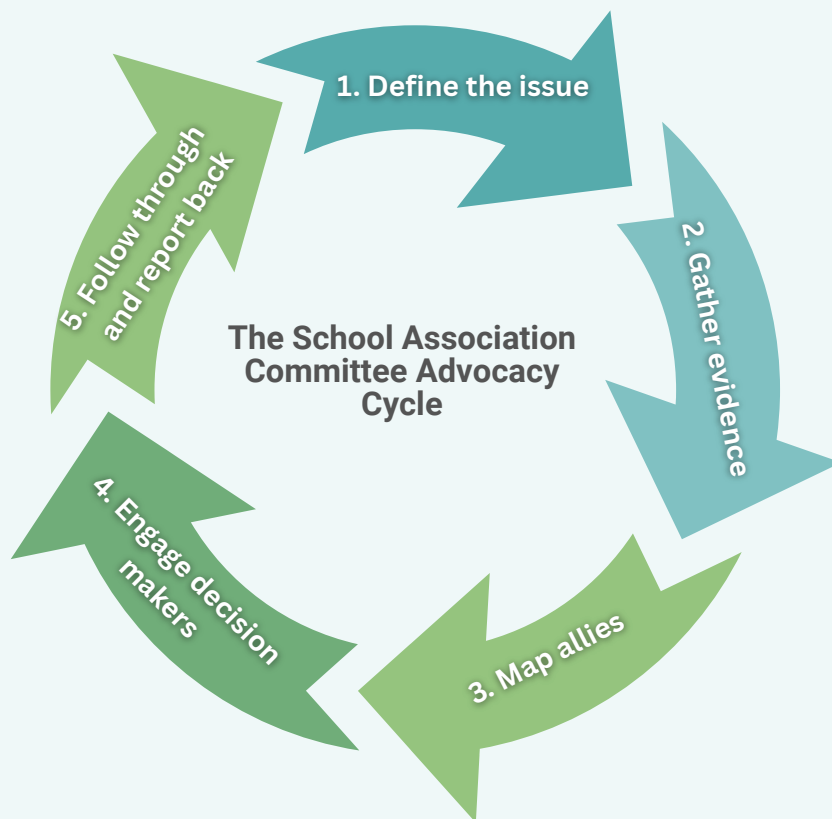


# Quick Guide Advocating for your School Association Committee

## Stay Apolitical, Stay Constructive

- School Association Committees advocate for student outcomes and community needs.
- Principals may choose not to engage in public advocacy; keep them informed and respect operational boundaries.
- No party endorsements; stick to facts, solutions, and civility.



**1. Define the Issue** | Problem in one sentence; who's affected; desired change; success measure.

**2. Gather Evidence** | Numbers (e.g., program waitlists, participation rates), short survey, quotes (with consent), photos/observations.

**3. Map Allies** | Inside school (School Association Committee members, staff reps), community (service clubs, NFPs, local businesses), government (local council, State MPs/Legislative Council), local media.

**4. Engage Decision-Makers** | Request a short meeting; bring a two-page brief; ask for one specific action; agree next steps and timeline.

**5. Following through and reporting back** | Send thank-you; confirm commitments in writing; record outcomes; report back to your community.

## Evidence checklist

- Title + 1-sentence problem statement
- Who is impacted + 1–2 short quotes
- 3–5 data points (simple chart optional)
- What's been tried so far
- The Ask (1–2 specific actions and a timeframe)
- Contact details (School Association Chair/Secretary)



## Meeting agenda (15 minutes)

A 15-minute meeting can achieve a lot... this is how you may consider structuring your time:

- Introductions (2 min)
- What's happening at our school (3 min)
- Evidence & the specific ask (6 min)
- Next steps & who does what by when (4 min)



## Email template | Request a meeting

Subject: Meeting request from [School] School Association – [Issue]

Dear [Title Surname],

The [School] School Association is seeking a brief meeting to discuss [issue] affecting our students/families. We will share a short two-page brief and propose practical next steps.

Could we meet for 15–20 minutes in the next fortnight?

Thank you,  
[Name], [Role], [Phone/Email]  
on behalf of the [School] School Association



"Hi, I'm [Name] from the [School] School Association. We are seeking a short meeting about [issue]. We have a two-page brief and one clear ask. Who would be best to meet, and what times suit in the next two weeks?"

## Ways to raise your collective voice

- Co-signed letter from multiple School Association Committees (if regional issue)
- Invite a site visit / walk-through
- Short submission to council/State consultation
- Media moment: a positive story about solutions (agree spokesperson; never use student images without consent)

## Boundaries and good practice

- Use School Association Committee letterhead; keep minutes of advocacy decisions
- Child safety & consent for stories/photos
- Fact-check everything; avoid personal criticism
- Respect the Principal's apolitical position; keep them informed of process





## Measures of success

- Meeting secured within 2 weeks
- Written response or commitment within 30 days
- Action progressed (funding, policy change, works scheduled)
- Feedback loop to families (newsletter/School Association Committees channels)

## Your micro-plan

Our issue in 1 sentence

Our three evidence items

Our allies to contact this week

Our specific ask...

Who is doing what, by when?

## Using the State Budget Priority Submission (BPS) to strengthen your advocacy



### What is it?

- The BPS is the Tasmanian Government's annual call for funding requests from organisations and peak bodies for the next State Budget.

### Why use it?

- It's an official channel for your needs to be considered alongside other statewide priorities.
- Your submission can be amplified through TASSO's own BPS, which combines voices from multiple School Associations.

### How your School Association Committee can participate:

- Identify a budget-related need e.g., infrastructure upgrades, program funding, equipment purchases.
- Gather evidence: data, quotes, photos (with consent), cost estimates.
- Contact TASSO early and share your information so it can be included in TASSO's sector-wide submission.
- Optional: make a short, respectful submission directly from your School Association Committee.
- Keep your community informed - let parents/carers know their input has fed into a formal process.

### CONSIDER:

Mark the BPS period (usually Nov–Feb) in your School Association Committee calendar now so you are ready.