

READERS

CUP

Regional Coordinator’s Guide

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| READERSCUP Regional Coordinator’sGuideWelcomeHi to our previous coordinators and welcome to our new ones. Thanks for offering to be a Regional Coordinator this year. Those of you who were involved previously will know what a thrill it is and just how much the kids gain from being involved.Your first point of contact for this year is Jenny Stubbs. Jenny manages the website and all registrations. She will be in touch with you throughout the project to pass on information and to answer any questions. Jenny is also contact for Year 5-6 State Finals. Trish Buckley is contact for Year 7-8 and 9-10 State Finals.STATE COMMITTEEChildren’s Book Council of Australia – Queensland Branch Contacts :* Jenny Stubbs email : qldreaderscup@cbca.org.au Mobile : 0409 266 786
* Trish Buckley email: qld@cbca.org.au Mobile : 0415 811 569

|  |  |  |
| --- | --- | --- |
| 5/6 State Committee Members | 7/8 State Committee Members | 9/10 Committee Members |
| Jennie Core, Sarah Custance | Claire Jackson | Claire Jackson |

To help you and to answer any queries you may have, the CBCA Readers Cup administration group have put together this kit. GENERAL INFORMATION* Registration Fee $40 per team
* Free registration for two teams for CBCA Qld Corporate Members
* Generally one Team per School per competition – some regions allow more than one team to enter. Please notify us if you intend to allow more than one team per school.
* Teams are limited to five members, four plus one reserve. It can be less.
* Team members should fall within the year level in which they enter but it is at the discretion of the school to enter a student from a lower year level if the school finds it difficult to form a team.

A picture containing wall, indoor, table  Description automatically generatedMessage to pass on to your regional team contacts to encourage students to work together to prepare for the competition and not have adult tutoring:*The motivation for the Readers Cup is to get kids reading and to let the readers in our schools have an opportunity to shine. To be the winner is a wonderful achievement BUT every kid will be a winner if they have enjoyed the experience and have read titles they may not have encountered before.* *We cannot emphasise enough that this must be an enjoyable experience for the children in their reading and the sharing of the books with each other. We expect teams to prepare themselves and have no adult coaches. This will empower the teams to motivate and organise themselves which we believe is part of the Readers Cup experience. We hope you will respect this decision and have adults encourage from the sidelines rather than lead from the front*. |

##

## Roles: State Organising Committee

##  and Regional Coordinators

State Committee responsibilities to Regional Coordinators

* Manage registration of schools and teams and provide lists of teams to regional coordinators
* Keep an accurate record of all money collected and expended
* Provide suggested titles for regional finals where possible
* Assist in sharing questions between regions
* Provide each region with a small budget to help run the regional competition and a pop-up-banner
* Provide prizes for the Regional Finals in the form of:
	+ Certificate for each team member who participates (digital file or printed)
	+ Cup for winning school
	+ Cup for each team member of the winning school
	+ 2nd and 3rd place medallions for teach team member of these schools
* Be available to support and advise the regions or individual teams and answer any queries
* Promote and publicise the Readers Cup Competition

State Committee responsibilities to regional winners are to

* Organise and run the Readers Cup State Final Competitions
* Provide a set of books for each team competing in the State Finals
* Provide information about the State Finals’ procedures and expectations
* Provide medallions for up to 5 team members participating at the State Final, and individual trophies for members of the winning team and runners-up and a trophy for the winning team
* Provide monetary prizes/book vouchers when sponsors can be found

Role of Regional Coordinator

Your main responsibilities include:

* Organise and run your region’s Readers Cup with the help of a committee – includes venues, dates, books, judges, prizes, quizmaster, collecting regional trophy from previous winners if one exists.
* Hand over the set of books to the winning team (or notice of titles) announcing sponsorship of publishers of those books.
* Provide details of the winning team to CBCA contact person as soon after the regional competition as possible and that the winning team knows the date and venue for state finals.
* Ensure the winning team understands the level of sponsorship provided by CBCA Qld to assist regional teams to attend state finals and how to claim that funding support. Assist with fundraising where possible to help regional teams to attend state finals.
* Keep an accurate record of your finances and send paid invoices to the CBCA (Qld Branch) Treasurer to account for the money allocated to you to be spent. Your diligence in this is most appreciated.

##

## Organising Regional

## Readers Cup Competition

Start Early

* Invite neighboring libraries/schools to a meeting to organise the competition.
* Organise the date and venue of the Regional Readers Cup Competition. Will a local school/library host the competition, or do you need a hall?
* Notify the State Committee of your dates and venue by 4th February
* Notify the State Committee of your books by 11th February
* Publicise the event in each school/library and the wider community.
* Contact schools as they register and ensure that they know what books need to be read and when and where the finals will be held. Refer them to your page on the Readers Cup website that has all the information they need or create a brochure to send to the schools.
* Commence fundraising if travel and accommodation costs are needed.

How to produce a report in Trybooking

When you login to Trybooking <https://www.trybooking.com/> with your producer code you have a few reports available.

1. Event booking payments – This will show the name of the person who booked, date, number of teams, amount paid. Not sure you will need it because technically anyone who has booked has paid or is a member so there should be no need to chase up non-payers. I could remove this if not useful.

2. Booking List – This will show name of person who booked, date, number of teams, Address, phone number and email address. If they added school name to their address, you will see it.

3. Export Data – This will be the most useful for you.

I suggest you tick the following boxes:

* Do not repeat details

Under Booking details:

* First Names
* Last Name
* Address 1, Address 2,
* Suburb, Postcode
* Telephone
* Email
* Number of tickets (if you accept more than one team per school)
* Name of School
* Name of Team Contact if different to person who booked
* Contact email if different to person who booked

Click on export then save the file.

Books and Questions

* Decide which books will be used in the regional competition and notify Jenny Stubbs qldreaderscup@cbca.org.au so they can be listed on the website.
	+ If you choose titles that other regions do, then there will be more opportunity to share questions.
	+ Try to select a range of genre and reading levels as some smaller schools have fewer students from which to select a team.
	+ Ensure books are in print before publishing your list.
* Organise who’ll prepare questions for each of the books. Use the question template to send copies of questions to Jenny Stubbs. *NOTE: Those writing questions and with knowledge of the questions should not pass this information on to their students.*

The Competition

* Organise a Quiz Master for the occasion. This can be a local author if available.
* Organise a bookseller for the event. (optional) Sell books by competition authors and other titles.
* Organise additional prizes as required. It’s sometimes fun to ask extra audience questions on any literary topic in between rounds to give judges time to mark. One source of extra quiz questions could be from the Kids Lit Quiz site [www.kidslitquiz.com/sample-questions](http://www.kidslitquiz.com/sample-questions)
* Invite an author or other special guest to present the prizes if possible.
* Organise judges, timekeeper, scorer, data-projector, answer and scoring sheets, pencils, chairs, small tables or clipboards for teams.
* Login to the Coordinators Portal on the website to access questions submitted to the committee.
The password is @CBCARcup22. (Manually type it if copy and paste fails.)
* Prepare questions for the quizmaster to read out.
* Prepare questions with answers and notes on scoring for judges.
* Prepare a PowerPoint (CBCA does supply a template as a guide)
* If your region has a perpetual trophy, remind the previous winners to return it

After

* Present the winning team with their set of books for State Final.
* Send results (and photos if possible) to the State Committee with a report
* Provide the winning team with relevant information for attending state finals.

Organising Hints

* Ask the team contacts to each read one book and submit 6 -10 questions for the book by a set time. Rate the questions as easy, middle or hard. They must provide page references and answers.
* The regional coordinators or their committee selects the best questions from those submitted and sends them to the state committee for collating and making available to other regions. Regions can then use the pool of questions to choose from.

Sample Template to gather questions

|  |
| --- |
| *Blabber Mouth by Morris Gleitzman*  Ref. 1992 ed  |
| Question Answer Page Scoring Points  |
|   | After Ro’s eventful first day at school her dad came to give her a bedtime hug. Ro notes: *I switched on the lamp so he could hear me*. [p. 12]What did she mean by this? | They communicated by sign language so they needed the light to see. | p. 12 | sign language 1 light to see 1  |
| 2. | How did Amanda surprise Ro when she met her at the school gate the morning after sports day? | *She was able to use sign language when she communicated with Ro (but not very well!).* | p. 34 | Ability with sign language 1used this for communication 1 |
| 3. | When Amelia introduced Ro to people at the Community Service evening, how did she initially describe Ro’s muteness? | *As vocally disadvantaged.* | p. 62 | vocally 1disadvantaged 1 |
| 4. | ‘That poor kid’s got two afflictions and I don’t know which one is worse.’[p. 71]Who said this about Ro and what two afflictions were being referred to? | *Mrs Cosgrove about Ro’s muteness and her father.*NOTE: Even if the speaker is incorrectly named, the two afflictions can still be correct. | p. 71 | Mrs Cosgrove (*OR* Amanda’s mum) 1Ro’s muteness ½Ro’s father ½ |

##

## Timeline and Key dates

Term 1

*11 February*

* + Regional Coordinators and their committees will confirm the titles to be read in their region; and the date and venue for the competition and notify CBCA Coordinator.

*14 February*

* + CBCA Qld Branch will send out electronic notices to all schools who took part in the 2021 competition, email various listservs, put information on the website and send out information via CBCA newsletter.
	+ Membership to CBCA Qld Branch will be encouraged and a code to ensure free registration will be supplied to new/renewing members.

*1 March*

* + Registrations open 1 March at <http://readerscup.org.au> through trybooking/alternative payment options.

*31 March*

* + Registrations officially close for Regional Finals. (Note we do leave it open after this date but don’t promote it to encourage people to register early.) Regional Coordinators can login to Trybooking using their producer code and password to export school information for their region. *See instructions page 6.*

\* \* \*

* + *Schools may choose to conduct their own in-school Readers Cup to give children practice but must not use regional titles. A school-based competition is optional.*
	+ *Teams start reading books as directed by their Regional Coordinators, usually prior to the autumn break.*
	+ *State Finals Committee choose titles for the State Final and source one set per team from publishers*

Term 2

*April / May*

* State Finals Committee will organise the State Finals in Brisbane and post the information on the website.
* Regions select questions and prepare PowerPoint, answer sheets, team lists, notes for MC, prizes, tasks list and other items required for competition.
* Regional coordinators advise CBCA of the address they would like the certificates, trophies and set of State Finals books sent to, ready for their regional competition.
* Registered teams will read titles for their regional finals.

*Last 3 weeks of term*

* Regional finals held in the last three weeks of Term 2.
* Winning team details sent to CBCA contact person ASAP.
* Regional coordinators and their committees may assist the winning team to raise funds where necessary to attend the State Finals in Brisbane.

Term 3

* Winning regional finalists prepare for State Finals to be held in late August/early September.



## Finances

We ask each team for a registration fee of $40. Corporate members may enter two teams for free. If regions need to raise funds to send a team to the state finals it is suggested that they start fundraising as soon as possible. You could approach your local community groups for sponsorship even if you don't know which team will be representing your region.

Allocation

A maximum of $200\*\* per competition per region as discretionary funds will be allocated. If you run both 5-6 and 7-8, then you can claim $400. You will be reimbursed for money spent up to your allocated amount. We will keep accurate records of what you spend and will not pay any invoices once your $200/400 limit has been reached.

What to spend it on

Your money can be spent on anything that you need to host your Regional Competition. If you are not sure please check with us before spending it, but the guidelines are very broad.
Suggestions for spending your money could include venue hire or fees for a guest author/speaker.

CBCA Qld Branch will purchase and supply for each Regional Competition

* + Certificate for each team member who participates (digital or printed if required)
	+ Cup for winning school
	+ Cup for each individual team member of the winning school
	+ 2nd and 3rd place medallions for each team member of those schools

The CBCA Qld Branch also pays for medallions that are given to each regional team member who competes at the state final and also the state final cups for winners and runners-up.

\*\* (If you have arranged with CBCA Qld to source your trophies and medallions locally your funds will be $300 per competition. A cup for the winning school, cup for each individual team member of the winning school and 2nd and 3rd place medallions for each team member of those schools must be provided)

Accountability

As we are accountable for all monies collected from the teams, we need your assistance in maintaining accurate records. Your diligence in keeping account of what you spend and sending it to us promptly will be most appreciated.

When you have paid for something please forward the paid invoice/receipt with expenses claim form by email to qld@cbca.org.au to the address below. We will accept invoices also but make sure it is marked with your region and has been verified by you for payment. Please submit claims for payment by the end of Term 2 if possible.

Email is preferred but alternatively to The Treasurer, CBCA Qld Inc., c/- QWC, PO Box 3488, South Brisbane 4101
GST

If you have any queries about the Goods and Services Tax let them know that it does not apply in this case as the CBCA Qld Branch is a small organization and is currently not registered for GST.

##

## Previous State Final Winners

2004 State Final Winner

* Year 6/7/8: Brisbane South – MacGregor S.S.

2005 State Final Winner

* Year 6/7/8: Sunshine Coast - Stella Maris

2006 State Final Winners

* Year 6/7: Brisbane Bayside – Redlands College
* Year 8/9: Brisbane South - Somerville House\*

2007 State Final Winners

* Year 6/7 Sunshine Coast - St Joseph’s Primary School, Nambour
* Year 8/9 Darling Downs - Fairholme College

2008 State Final Winners

* Year 6/7 Tie – North Qld - Southern Cross Primary School
and Capricornia - St Francis Primary School, Tannum Sands.
* Year 8/9 Brisbane Bayside - Redlands College

2009 State Final Winners

* Year 6/7 Brisbane West – Graceville State School\*
* Year 8/9 Brisbane Bayside – Moreton Bay College

2010 State Final Winners

* Year 6/7 Far North Qld – St Thomas of Villanova
* Year 8/9 Brisbane Bayside – Ormiston College

2011 State Final Winners

* Year 6/7 Sunshine Coast – Chevallum State School
* Year 8/9 Brisbane Bayside – Wynnum S.H.S.

2012 State Final Winners

* Year 6/7 Brisbane South – Norman Park S.S.
* Year 8/9 Far North Qld – Mareeba S.H.S.

2013 State Final Winners

* Year 6/7 Brisbane Central – Bardon State School
* Year 8/9 Brisbane South – Somerville House\*

2014 State Final Winners

* Year 6/7 Sunshine Coast – Pacific Paradise S. S.
* Year 8/9 Sunshine Coast – Mountain Creek S.H.S.

2015 State Final Winners

* Year 5/6 Brisbane North – Dayboro State School
* Year 7/8 Brisbane North – The Gap S.H.S.

2016 State Final Winners

* Year 5/6 Brisbane West – Graceville State School\*
* Year 7/8 Brisbane West – St Augustine’s College, Springfield

2017 State Final Winners

* Year 5/6 Far North Qld – St Andrew's Catholic College\*
* Year 7/8 Far North Qld – Cairns State High School

2018 State Final Winners

* Year 5/6 Brisbane Central – Anglican Church Grammar School
* Year 7/8 Far North Qld – St Andrew's Catholic College\*

2019 State Final Winners

* Year 5/6 Wide Bay – St John’s Lutheran School
* Year 7/8 Far North Qld – St Andrew's Catholic College\*

2021 State Final Winners (No competition held)

2021 State Final Winners

* Year 5/6 Brisbane North - Wilston S.S.
* Year 7/8 North Qld – Townsville Grammar School
* Year 9/10 Far North Qld - St Stephen's Catholic College, Mareeba

\**Won a state final more than once.*



## 2021 Regional Winners

Brisbane Bayside

Year 5-6: Manly State School

Year 7-8: Moreton Bay College

Year 9-10: Somerville House

Brisbane Central

Year 5-6: Rainworth State School

Brisbane North

Year 5-6: Wilston State School

Year 7-8: Genesis Christian College

Brisbane South

Year 5-6: Mansfield State School

Year 7-8: Brisbane State High school

Brisbane West

Year 5-6: Our Lady of the Rosary School

Year 7-8: St Aidan's Anglican Girls School

Capricornia

Year 5-6: Moura State School

Year 7-8: Yeppoon State High School

Year 9-19: Biloela State High School

Central Highlands

Year 5-6: Moranbah State School

Darling Downs

Year 5-6: The Glennie School

Year 7-8: Centenary Heights State High School

Far North Qld

Year 5-6: St Joseph’s Parish School

Year 7-8: Cairns State High School

Year 9-10: St Stephen's Catholic College

Gold Coast

Year 5-6: Hillcrest Christian College

Year 7-8: Emmanuel College

Year 9-10: All Saints Anglican School

Ipswich

Year 5-6: Springfield Central State School

Mackay

Year 5-6: Alligator Creek State School

Year 7-8: Whitsunday Anglican School

Year 9-10: Whitsunday Anglican School

North Qld

Year 5-6: Ryan Catholic College

Year 7-8: Townsville Grammar School

Year 9-10: Townsville Grammar School

South West (formerly Roma)

Year 5-6: Charleville School of Distance Education

Somerset/Lockyer

Year 5-6: Fernvale State School

Year 7-8: Faith Lutheran College

South Burnett

Year 5-6: Coolabunia State School

Sunshine Coast

Year 5-6: Chancellor State College

Year 7-8: St Andrew's Anglican College

Year 9-10: Sunshine Beach State High School

Wide Bay

Year 5-6: Xavier Catholic College

Year 7-8: St Luke's Anglican School

Year 9-10: St Luke's Anglican School

##

## Format for Regional Competition

Regional Competitions should follow this format to be consistent with the State Finals:

1. Welcome – Acknowledge CBCA (Qld Branch) and any local sponsors
2. Rules of the Competition
3. Introduction of Quizmaster/s
4. Introduction of teams
5. Four to Six rounds of questions with each round having one or two questions from each book
	1. Teams of four sit around one small table or just in a cluster of chairs with clipboards.
	If there are reserves, they are seated together on the side or front row of the audience.
	2. Students may confer to write the answer to the question on a prepared answer sheet.
	3. Students are normally given 30 seconds to complete their answer.  The competition allows more time for some questions that require more writing.
	4. Answers are collected at the end of each round.  They are given points for their correctness.   (All questions have equal scores with 2 points for a correct answer and part points for an incomplete answer.)
	5. Teams may substitute a member at the end of any round.
6. Scores tallied - Progressive scores may be announced throughout the event.
7. Talk by guest author/quizmaster as scores are tallied
8. Tiebreakers if needed
9. Final scores - Team with the highest score goes to the state final.
10. Presentation of Medallions, Trophies and State Finals books
11. Books for sale and author signings

Running a regional competition with concurrent Year 5/6 and 7/8 or 7/8 and 9/10 Program

North Qld have run their Readers Cup a little bit differently from a strictly primary or secondary competition. They select 3 titles for primary only, 3 for primary and secondary and 3 for secondary only. They then have the one competition on the same night - which saves a lot of administrative organization and time. They also fundraise on the night to send their teams down to Brisbane. It has worked really well for them, so they can highly recommend that way of conducting a joint competition.

Until 2022, Somerset-Lockyer has also organized a joint competition for their region during school hours and uses 5 books with two common titles.

Judging Guidelines

Depending on the number of teams, it is wise to have at least three judges. Allocate each judge one set of questions to mark, e.g. Judge 1 marks all answers for books/questions 1 and 2, Judge 2 marks all answers for books/questions 3 and 4 and Judge 3 marks all answers for books/questions 5 and 6 in every round. As long as each judge marks consistently, then there should be no variations in marking the same questions. Where possible you can have one judge per book. Year 5-6 State Finals normally has 5 books and 5 judges, one judge for each book. Judges need to be familiar with the books they judge.

If during the competition any team has any issues with answers or scores that are announced progressively, the coordinator should be made aware of the issues and they should be dealt with as soon as it is feasible to do so. At the end of the event, once the winners have been announced, there should be no challenges made to scoring, and no re-marking done.

How to involve reserves

Reserves have usually put as much effort into the preparation of the team as the others. Regions should allow teams to substitute their reserve for another team member at the end of any round. You can also involve them in collecting the questions to hand to judges.

Prize-giving

Many regions offer book prizes to the top scoring teams or all teams, depending on the number of teams in the competition and how far the budget can be stretched. These books could be sourced from donations and at a discounted cost from local booksellers. [The Book Warehouse](http://www.bookwarehouse.com.au/) in Albion, Brisbane is a strong supporter of Readers Cup and warehouse sales at [Scholastic Warehouse](http://scholastic.com.au/corporate/salesevents/QLDSales.asp) are another option. They are usually held in February/March, June and November. Identify yourself when you go in to say what you are looking for to see if they can help out. You may need to go a few times to build up stock.

Instead of leaving book presentations to the end, you can do it between rounds. They could be given to the top team in each round, but a team may only win books once, so if they are top a second time, it goes to the next highest scoring team that has not won books. If book supply is limited, you can either use a tiebreaker to decide who wins the books for the round or do a lucky draw. If you have a good supply, then give to each team with the highest score.

CBCA Qld Branch has always supplied each competitor a certificate. Commencing in 2021 Regional Competitions will also be supplied with trophies and medallions for first, second and third, as detailed previously in this guide and a digital file for the certificate unless printed certificates are required.

Quizmasters

Some local authors are willing to act as quizmaster for free but if your budget can pay a small fee, it is good to offer. The quizmaster can talk to the teams towards the end while final scores are being tallied. Allow about 20 minutes for this. Invite a local bookshop to sell books by your guest author, or other books by the authors of the books in your competition. If the bookshop offers 10% commission, ask if they can provide gift vouchers as prizes to the winning team/s.

Feedback

We love feedback and photos from the regions to go in CBCA newsletters and on the website.

It’s a good idea to ask teams how much they enjoyed the books. You could handout a form listing the titles asking them to rate the books. e.g.

How much did you enjoy reading these books? Rate each book from 1 to 6, with 1 being not very enjoyable and 6 being most fantastic. Tick in the relevant box beside each title.

Do not rate books not read.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | 1 | 2 | 3 | 4 | 5 | 6 |
| Grimsdon  |  |  |  |  |  |  |
| A Single Shard  |  |  |  |  |  |  |
| Dragon Keeper  |  |  |  |  |  |  |
| The Ghost at the Point  |  |  |  |  |  |  |
| Horrible Harriet’s Inheritance |  |  |  |  |  |  |
| Five Times Dizzy/Dancing in the ANZAC Deli |  |  |  |  |  |  |

Name: School:

Alternatively, you can set up a Survey Monkey to gauge responses plus other feedback.



## Information to provide to the winning team

State Finals Preparation

* The winning team is invited to take part in the State Final in Brisbane representing their region.
* If the winning team is not able to attend, the team that came second would be invited instead.
* The winning team is provided with one set of books for the State Finals, provided by the publishers of the books.
* Winning teams need to complete the Registration for State Final form/details as soon as possible after the competition to confirm their attendance. *The winning team needs to send the names of their team members to the State Finals Coordinator, so that medallions can be engraved.* Form is available on website to download but as long as details are emailed, that also works.
* Permission to use photographs and video footage forms also need to be completed and brought to the final. These can also be downloaded from the website.
* Please remember to honor the spirit of the competition where team members take control of their own preparation for the Readers Cup State Final. Team Contacts are there for support, advice and to pass on information about the Readers Cup State Final. Teams are not to be coached.

Dates and Venue

* The State Finals will be held on Wednesday31 August 2022 at St Laurence’s College. The Year 9-10 teams need to be there by 9:30 for a 10:00am start. Year 5-6 teams need to be there by 12pm for a 12:30 start. The Year 7-8 teams need to be there by 3:00 for a 3:30pm start. There will be optional meet the author sessions for 7-10 from 12.30 – 2.30 and for the 5/6 from 3:30 - 4:30/5:00
* Accommodation in Brisbane can be found in the West End area such as Hillcrest Apartments in Vulture Street. Some have stayed at the YHA.
* Details of venue and dates is published on the Readers Cup website.

Prizes

* The members of each team competing at State Finals will receive an engraved medallion.
* Books prizes are given to winners of rounds.
* Individual Winners and runners-up receive small cups.
* The winning team will receive a cup and a financial prize when sponsorship is available.

Financial Assistance

Winning teams from the following regions will be given assistance by CBCA Qld Branch of up to $1000 per team to come to Brisbane.

The winning school needs to send an invoice to qld@cbca.org.au for that amount of money to cover costs of attending Readers Cup Finals.

* Capricornia 5/6; Capricornia 7/8; Capricornia 9/10
* Central Highlands 5/6
* Far North Qld Cairns 5/6; Far North Qld (Cairns) 7/8; Far North Qld Cairns 9/10
* Mackay 5/6; Mackay 7/8; Mackay 9/10
* North Qld Townsville 5/6; North Qld (Townsville) 7/8
* South West 5/6

Winning teams from the following regions will be given assistance by CBCA Qld Branch of up to $550 per team to come to Brisbane.

The winning school needs to send an invoice to qld@cbca.org.au for that amount of money to cover costs of attending Readers Cup Finals.

* South Burnett 5/6; Wide Bay 5/6; Wide Bay 7/8; Wide Bay 9/10



## Forms

##

State Registration Form

Winning teams need to confirm their attendance as soon as possible after the regional competition to qldreaderscup@cbca.org.au Information is required for programs, engraving etc.

*Region:*

*Category: Year 5/6, Year 7/8, Year 9/10*

*School/Library Name:*

*Team Members: Maximum of 5 (4 plus 1 reserve) First and last names – this will be used for engraving*

*Team Contact’s Name:*

*Email:*

*Postal Address:*

Permission to use photographs and video footage

To be handed in on night of competition. Please point out if anyone is not allowed to be photographed.

Expenses Claim Form

For Regional Coordinators to submit claims for regional expenses. Please make sure your region is identified on the form and if it is the 5/6, 7/8 or 9/10 level.

This form together with receipts or invoices must be sent to: The Treasurer, CBCA Qld Inc., c/- QWC, PO Box 3488, South Brisbane 4101. Or Email qld@cbca.org.au.

Email will expedite your reimbursement.

If the amount of invoices comes to more than the amount allocated, only write in the amount you are allowed to claim.

Permission to use photographs and video footage

The Children's Book Council of Australia (Queensland Branch) Inc.

C/- QWC, PO Box 3488, South Brisbane 4101 | E-mail qld@cbca.org.au

Dear Parents,

The CBCA (Qld Branch) State Readers Cup has been a huge success with over 780 teams taking part throughout Queensland last year. Your child has been a part of this successful event. As a part of this event includes taking photographs and video recording, we need your permission to use any photographs/video footage taken on the day. The original video footage and digital photographs will be archived and extracts from it will be used for a number of purposes such as

sending to schools who want to see how the CBCA (Qld Branch) State Readers Cup is run

included in applications for future sponsorship and funding promotion and publicity of the CBCA (Qld Branch) Readers Cup to schools, libraries, other CBCA state branches and interested organizations

For the extracts to be used by the CBCA (Qld Branch), we need your permission allowing us to use the sections where your child appears. Could you please fill in the permission slip allowing us to use images of your child in the CBCA (Qld Branch) State Readers Cup and hand back to your team’s organizer.

Thank you

CBCA (Qld Branch) State Readers Cup Organizing Committee

As parent/s/guardians of ……………………………………………………………………………,

representing ……………………………....………………………Region

I/We give my/our permission for the CBCA (Qld Branch) State Readers Cup Organising Committee to use video footage/photographs of my/our child in the CBCA (Qld Branch) State Readers Cup 2022 for the following purposes:

* sending to schools who want to see how the CBCA (Qld Branch) State Readers Cup is run
* including in applications for future sponsorship and funding
* promotion and publicity of the CBCA (Qld Branch) Readers Cup to schools, libraries, other CBCA state branches and interested organizations

Signed by Parent/s/Guardians …………………………………………………………………...

The Children’s Book Council of Aust (Qld Branch) Inc

Reimbursement of Expenses for Readers Cup Coordinators

Email: qld@cbca.org.au subject: Attn Treasurer

OR Post to: The Treasurer, CBCA Qld Inc., c/- QWC, PO Box 3488, South Brisbane 4101

|  |  |
| --- | --- |
| Region |  |
| Section  | 5/6 or 7/8 or 9/10 |
| Payee Name |  |
| Email |  |
| EFT details | BSB: Account No.: |
|  | Account Name: |
| Postal address |  |
|  |  |
|  |  |
| Claimant details | Name: |
| (as above if applies)  | Address: |
| Email |  |

List costs incurred

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |

Date\_\_\_\_\_\_\_\_\_\_\_\_ Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Personal email will suffice)*

Please attach your receipts. Include original receipts or copies of dockets.

(These may be scanned if claim is being emailed.) Please do not send original dockets as they fade and can become separated and misplaced.