



### **Be Living Smart Inc Administration Fee**

In July 2010, Be Living Smart Inc introduced an administration fee to be paid to Be Living Smart Inc by course hosts or facilitators for each Living Smart Course delivered.

This fee is currently set at \$400 + GST per course and will be reviewed in July 2013.

This fee is used exclusively by Be Living Smart Inc to update materials, provide resources for courses, promote Living Smart activities, provide insurance and support the facilitators and hosts of new courses.

Be Living Smart Inc is a not-for-profit association. All funds received are used towards the continuous development and improvement of the organisation.

You will directly receive the following benefits for your course:

- Printing and binding of Living Smart Action Guides for each of your course participants (2 weeks notice must be provided for production)
- Brochures and other course resources as requested
- Poster and media release templates to assist with promoting your course
- Promotion of your course via the Living Smart Website and E-newsletter
- Mentoring assistance with course content including guest speaker and field trip ideas
- Access to Facilitators Network
- Online resources via website and wiki
- Living Smart Facilitators delivering a course in a voluntary capacity will be covered under Be Living Smart Inc's Voluntary Workers Insurance Policy. Facilitators being paid for their services are responsible for their own workers compensation and other insurances as they are not covered by Be Living Smart Inc.

If you have any questions or concerns please contact The Living Smart Coordinator on [jenny@livingsmart.org.au](mailto:jenny@livingsmart.org.au) or ph. 9432 9877, m. 0428 936 250