

School Champion Guide



www.variety.org.nz/get-support/for-schools-and-referrers



Your school and Variety's Programmes

Children in schools across Aotearoa New Zealand benefit from funding provided by Variety's Programmes. A Variety **School Champion** is a school staff member who supports parents, caregivers and whānau to apply for and use Variety's Kiwi Kid sponsorship and Individual Grant funding. A School Champion can:

- Identify children who would benefit from financial support
- Apply for and renew Kiwi Kid Sponsorship (KKS)
- Apply for Variety funding on behalf of children at their school
- Make claims for a child (with the caregiver's permission)
- Help manage children's KKS funding (with the caregiver's permission).

What Variety does

Variety provides funding to caregivers to help them buy the things their children need for school. Because children have different needs, Variety helps caregivers pay for the essentials that support their children's education, health and wellbeing. Variety provides support through its two programmes:

1. Kiwi Kid Sponsorship (KKS)

2. Individual Grants





1. Kiwi Kid Sponsorship (KKS)

KKS matches a child (aged 4 to 17 years) with a sponsor somewhere in New Zealand. A sponsor is a caring person who is committed to a child's wellbeing. Sponsorship pays for the things the child needs, through Variety. The child's sponsor receives a photo of the child, but Variety only shares the child's first name, their age, and the region in which they live.

How does KKS work?

Once a child gets a sponsor, Variety makes \$450 available to the parent or caregiver to pay for essentials like:

- Clothing and shoes
- School uniforms
- Bedding and towels
- School stationery
- School camps
- Digital devices (up to \$200)
- Medical expenses
- Extracurricular activities (school and club).

Active Me - Kia Tū

Every child on KKS automatically gets \$300 Active Me - Kia Tū funding for sports and activities. This can be spent on:

- Sports clothes and shoes
- Dance clothes and shoes
- Activities like Kapa Haka, Polyfest, cheerleading and dance
- Bikes, skateboards and scooters
- Registration fees and subscriptions
- Gear and equipment- like trampolines, walking shoes and weights, bats, pads, sticks and balls
- Sports uniforms
- Competition fees
- Sports camps
- Transport to games and competitions.

For more information about AMKT: www.variety.org.nz/get-support/active-me-kia-tū

Applying for Kiwi Kid Sponsorship

A School Champion can help parents apply for Kiwi Kid Sponsorship here:
www.variety.org.nz/get-support/apply-for-kiwi-kid-sponsorship



Parents need to attach one of these documents to their application:

- A current Community Services Card **OR**
- A budget sheet from a budgeting agency **OR**
- Two months of bank statements.

They must also attach:

1. A recent, **individual clear colour photo** of their child (not a group photo) ; **AND**
2. A copy of the child's birth certificate or their NZ passport or resident visa.



Example photo

What happens next?

The child will go onto the KKS waiting list. It usually takes about 6 months to find a sponsor for a child, but sometimes it can take longer than this.

What happens when a child gets a sponsor?

When a child gets a sponsor, Variety will email the parent a Welcome Pack. This has more information about KKS including:

- How to use the child's funding through the Variety website.
- How to find their child's funding balance through using the Variety website.
- How to claim
- How to contact Variety.

Variety will let the School Champion know that a child at the school now has Kiwi Kid Sponsorship.

To apply for KKS, families must meet the income levels listed on the Variety website:

variety.org.nz/get-support/apply-for-kiwi-kid-sponsorship#can-i-apply



How do Parents and Caregivers use KKS and AMKT funding?

Variety does not give parents and caregivers cash.

There are two ways a caregiver can use their child's funding:

1. Purchase orders and gift vouchers

Parents and caregivers can apply to Variety for:

- A **Warehouse Purchase order** OR
- An **Active Me Kia Tū Purchase order** OR
- An **Active Me Kia Tū Rebel Sport e-gift voucher**.

They should tell Variety the amount they want to buy for.

2. Invoices

Parents and caregivers can also buy items from a supplier (like school uniforms, for example). They can ask the shop for an invoice and send the invoice to Variety to be paid. The invoice must have:

- **the supplier's bank details**
- **The GST number on it (if they have one).**

Invoices can be submitted through the Variety website or sent to Variety by email at Kiwikids@variety.org.nz.

Variety will *not* reimburse parents/caregivers for money spent. A school may be reimbursed if they agree to buy the item for the family. The school will need to invoice Variety for the item as above.

TAX INVOICE
Variety - The Childrens Charity

Invoice Date: 02/10/2023
Invoice Number: INV - 3750
Reference: E. Hala
GST Number: 54-321-543

Hope Uniform Shop
3 Southwest road
Pukapuka
6161

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
		TOTAL NZD	50.00

Due Date: 02/11/2023
Eastgate Bank - Hope Uniform Shop
2525-26-27-000

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PAYMENT ADVICE

To: Hope Uniform Shop
3 Southwest Road
Pukapuka
6161

Customer: Variety - The Childrens Charity
Invoice Number: INV - 3750
Amount Due: 50.00
Due Date: 02/11/2023

Amount Enclosed _____
Enter the amount you are paying above

Example invoice

Checking a child's funding balance

With a parent's permission, School Champions can check a child's funding balance on the Variety website (portal). They can help parents use their child's available funds if they have the parent's permission to claim, or they can submit an invoice to Variety on behalf of a child at the school.

Renewing KKS

Every child on KKS must be **renewed annually** to get another year of funding. Variety sends parents renewal forms and the **About Me** form by post. They must ask their child to complete the About Me form and return it to Variety with an up-to-date photo of their child. Variety sends the **About Me** form and the photo to the child's sponsor.

If Variety does not get the renewal forms back after trying to contact the parent or caregiver several times, we may ask the School Champion to help.

A sponsored child can stay on KKS until they are 18 if their parent or caregiver meets the income guidelines and the child is still at school. When children are 18, they are automatically taken off the programme.



2. Individual Grants

Sometimes School Champions are asked to help parents submit an Individual Grant application to Variety. An Individual Grant is a one-off payment for something a child needs, like:

- A bed or cot and bedding
- A car seat and baby gear
- Medical or mobility equipment
- Medical or educational assessments
- Doctor's or specialist appointments
- Medical or educational assessments
- Extracurricular activities*
- School camps*
- School uniforms
- Clothing and shoes
- A digital device (for children aged 8 to 18 years).

*To pay for school camps and extra-curricular activities, Variety will need a quote.

If a child needs a **specific digital device for schoolwork**, the school must provide a support letter saying which device is needed.

Applying for an Individual Grant

A child does not have to be on KKS to apply for or receive an Individual Grant, but applications must be received before the closing date for that funding round.

Individual Grants are assessed by need, and not all applications will be funded. A letter from the school / referrer / doctor or a social worker (on a letterhead) can be attached to support an Individual Grant application. Variety assesses Individual Grant applications four times a year at these times:

Opening date	Closing date	Decision made
1st November	31st January	End of February
1st February	30th April	End of May
1st May	31st July	End of August
1st August	31st October	End of November

To apply for an Individual Grant, click on this link:
www.variety.org.nz/get-support/apply-for-ig

How to claim an Individual Grant

Parents can apply for any **one** of the items listed below, for their children. They should include supporting documents and an invoice or quote for the items they need. The maximum amount they can claim is listed in the table below:

Funded items	Funding cap
Mobility	Invoice or quote up to \$1500 maximum
Medical	Invoice or quote up to \$1000 maximum
Extra-curricular activities	Invoice or quote up to \$300 maximum
School uniform	Invoice or quote up to \$500 maximum
School-related costs	\$300
Clothing and shoes	\$300
Digital devices	Supplied by Variety
Bed and bedding (bedding included)	Supplied by Variety

Important points about Kiwi Kid Sponsorship (KKS) and Individual Grants (IG)

- Variety funds can only be used for the **sponsored child**.
- Before making an application or a claim on behalf of a child, the School Champion must have the **parent's permission**.
- School Champions can identify children who might benefit from KKS and IG. They must talk to the child's whānau or family before making an application.
- Variety **does not fund** school fees, school donations or school contributions, year books or school balls or formal events.
- Variety funding cannot be used for after-school care or holiday programmes.
- Claims should **only** be made for things that are listed on pages 3 (KKS) and 6 (IG).



Using the Variety website

Using the Variety website (portal) makes it easy for School Champions to support children who have Kiwi Kid Sponsorship. This section of the School Champion Guide provides step-by-step instructions for how to use the Variety website (portal). To use the Variety website, you will first need to create a user account.

Once you are logged in, the Variety website can be used to:

1. Apply for Kiwi Kid Sponsorship.
2. Apply for an Individual Grant for a child at your school.
3. Check a child's funding balance.
4. Make a claim on behalf of a child.
5. Renew a child's Kiwi Kid Sponsorship.



Follow this step-by-step process to log in:

1. Go to the Variety home page www.variety.org.nz
2. If this is the first time you have used the website, you will need to **set your password**. If you have used the site before, your **school email address** should be in the Variety system.
3. **To reset your password, click 'Sign in'** in the top right-hand corner.
4. Click **'Forgotten Password'**.
5. A link will be sent to your email address with instructions on how to update your password.
6. Once you have re-set your password, you will be able to log into the Variety website to see the **School Champion dashboard**.

Please note:

If Variety **does not have your school email address**, it is important to contact us to correctly link your account to the children at your school. When this has been done, you will be able to see the list of children who have KKS funding and their funding balances.

1. Apply for Kiwi Kid Sponsorship

Follow this step-by-step process to apply for KKS for a child at your school. Make sure you have the parent's permission to apply for KKS before you begin. It is best to have this in an email or another written form.

Log in at www.variety.org.nz

1. Click on 'My applications' in the blue box on the left hand side of the page.
2. Now click on **Apply for Kiwi Kid Sponsorship** in the blue strip at the top of the page.
3. Fill in the application form for the child. You need to have the following documents available so that you can attach them:
 - **The family's Community Services Card.** Attach a copy of the valid (not expired) card for each caregiver who is living with the child/children.

OR

- **A budget sheet from a budgeting agency.** This must be signed and dated by the caregiver and the budgeting agency.

OR

- **2 months of bank statements.** You must attach the statement for every bank account you have, for example, the everyday account and the savings account.

You must also attach:

- **An individual, clear colour photo** for each child
- **A copy of the child / children's birth certificate** or New Zealand passport (can be expired) or their **New Zealand residency visa.**

You can include up to eight children from one whānau on the application. If you need to apply for more than 8 children, please start a new application.

- Click **submit.**

If a family already has children on KKS and they want to add another child, they can fill out a **Sibling Request Form**. Sibling Request Forms can be found under 'My Children' on the Variety website. Families will not need to supply further financial information (as we already have it), but Variety **will need** a birth certificate, passport/proof of residence form for the child.

Click **submit** when the application is complete.

Variety will review the application. We will let you know if more information is needed. If the application is accepted, the child will go onto a waiting list until they are sponsored. Sometimes this can take six months or more.

This is the view you will see on the Variety website

The screenshot shows the Variety website's user interface. At the top, there is a navigation bar with the Variety logo and links for 'Donate', 'Be involved', 'Get Support', 'About us', and 'Contact'. A search bar and user profile 'Sally Ward' are also visible. The main content area is titled 'My applications' and includes a sub-header 'Kiwi Kid Sponsorship Applications'. A table below lists the application details:

APPLICATION	STATUS	SUBMITTED
Kiwi Kid Sponsorship - Julia Olivier - APP047586	SUBMITTED	3 Apr 2023

2. Apply for an Individual Grant

Follow this step-by-step process to apply for an Individual Grant for a child at your school. Make sure you have the parent's permission to apply for an Individual Grant before you begin. It is best to have this in an email or another written form.

Log into www.variety.org.nz

1. Click on 'My applications' in the blue box on the left hand side of the page.
2. Now click on **Apply for an Individual Grant** in the blue strip at the top of the page.
3. Fill in the application form for the child. You need to have the following documents available so that you can attach them:
 - **The family's Community Services Card.** Attach a copy of the valid (not expired) card for each caregiver who is living with the child/children.

OR

- **A budget sheet from a budgeting agency.** This must be signed and dated by the caregiver and the budgeting agency.

OR

- **2 months of bank statements.** You must attach the statement for every bank account you have, for example, the everyday account and the savings account.

You can also attach:

- **A letter from the school or a doctor saying why the child needs the funding.** This should be on a letterhead and signed by the person.
- **A copy of the child / children's birth certificate** or New Zealand passport (can be expired) or their **New Zealand residency visa.**
- Click **submit.**

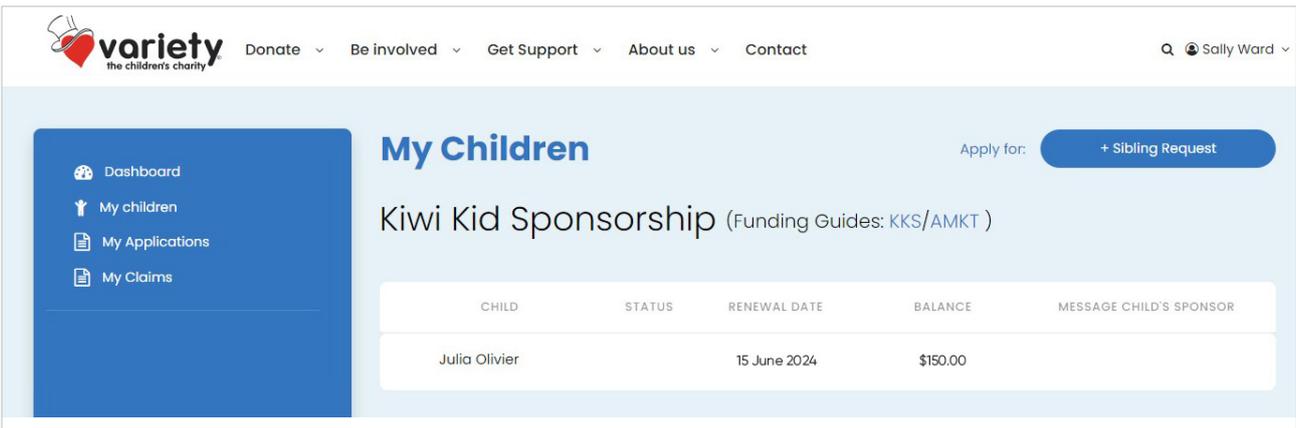
Variety will review the application. We will let you know if more information is needed. If the application is accepted, the child will go onto a waiting list until they are sponsored. Sometimes this can take six months or more.

3. Check a child's funding balance

Log into www.variety.org.nz

- Go to 'My children'.
- Under **Kiwi Kid Sponsorship**, you will be able to see the name of the child/children and their funding balance/s. This is how much KKS funding they have left to spend.
- You can also see how much AMKT funding they have to spend.
- You can also see when their Kiwi Kid Sponsorship needs to be renewed.

This is the view you will see on the Variety website



The screenshot shows the Variety website interface. At the top, there is a navigation bar with the Variety logo and links for 'Donate', 'Be involved', 'Get Support', 'About us', and 'Contact'. A search icon and the name 'Sally Ward' are also visible. The main content area is titled 'My Children' and includes a sub-header 'Kiwi Kid Sponsorship (Funding Guides: KKS/AMKT)'. On the left, there is a blue sidebar menu with options: 'Dashboard', 'My children', 'My Applications', and 'My Claims'. To the right of the sidebar, there is a button labeled '+ Sibling Request'. Below this, a table displays the funding balance for a child named Julia Olivier.

CHILD	STATUS	RENEWAL DATE	BALANCE	MESSAGE CHILD'S SPONSOR
Julia Olivier		15 June 2024	\$150.00	

4. Make a claim on behalf of a child

School Champions can claim a Warehouse Purchase Order or submit an invoice for a child who is on KKS if the parent has given permission. There are 3 different kinds of claims. Follow this step-by-step process to claim against a child's KKS funding. There are 3 different kinds of claims:

1. A Warehouse purchase order

Log into www.variety.org.nz and follow this step-by-step process:

- a. Click on **'My Children'** in the blue box on the left of the page.
- b. Click the **name** of the child you want to claim for.
- c. Click on the button which says **'+New Claim'**.
- d. From here you fill out the **New Claim** form:
 - Click where the family wants to use the funds (The Warehouse).
 - Enter the **amount** they want to claim.
 - Select the **items** they want to buy from the drop-down menu.
 - Write any **notes** about your claim. When you have finished all these steps, click the red **"Submit"** button.

Variety will review the claim and will let you know when the Warehouse Purchase Order has been posted.

2. An AMKT Rebel Sport e-gift card or AMKT Warehouse purchase order

Log into www.variety.org.nz and follow this step-by-step process:

- a. Click on **'My Children'** in the blue box on the left of the page.
- b. Click the **name** of the child you want to claim for.
- c. Click on the button which says **'+New Claim' to utilise AMKT funding**.
- d. From here you fill out the **AMKT New Claim** form:
 - Click where the family wants to use the funds (The Warehouse or Rebel Sport).
 - Enter the **amount** they want to claim.
 - Select the **items** they want to buy from the drop-down menu.
 - Write any **notes** about your claim. When you have finished all these steps, click the red **'Submit'** button.

Variety will review the claim and will let you know when the Warehouse Purchase Order has been posted. The Rebel Sport e-gift card will be emailed.

3. A GST invoice (for a school camp, sport fees or school uniform for example).

Log into www.variety.org.nz and follow this step-by-step process:

- a. Click on **'My Children'** in the blue box on the left of the page.
 - b. Click the **name** of the child you want to claim for.
 - c. Click on the button which says **'+New Claim'**.
 - d. From here you fill out the **New Claim** form:
- Click where the family wants to use the funds (uniform shop, swimming lessons, sports registration/club costs).
 - Enter the **amount** they want to claim.
 - Select the **items** they want to buy from the drop-down menu.
 - Write any **notes** about your claim. When you have finished all these steps, click the red **'Submit'** button. It usually takes about 2-4 weeks to process an invoice.

Variety will review the claim and will let you know when the invoice has been paid. Variety will email you if further information is required to approve the claim.



5. Renew a child's Kiwi Kid Sponsorship

Children on Kiwi Kid Sponsorship must renew annually to get another year of funding. If KKS is not renewed, the child may be taken off the programme. Renewals can be processed on the Variety website, just login and follow these steps:

Variety will contact the family when it is time for their child to renew, but sometimes it is hard to get hold of parents and caregivers. Variety will then contact School Champions to ask about children whose renewal documents have not been returned to Variety.

You will find a copy of the email you will receive from Variety, on page 14.

Log into www.variety.org.nz

1. Click on **'My children'** in the blue box on the left-hand side of the page.
2. Scroll down to **'Renewals'** to see the children at your school who are due to renew.
3. Click on **'+ renewal'** next to the child you wish to renew.
4. You will be able to download the **About Me** form here. You can upload it again when the child has completed it.

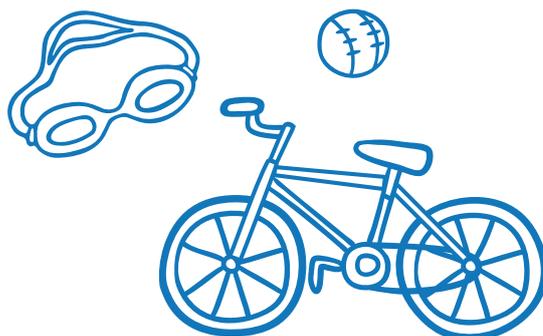
To renew a child's KKS, the family must provide:

- updated financial information for the family.
- an updated photo of the child.
- a short 'About me' page completed by the child.

Variety will send the child's photo and the About Me page to the child's sponsor.

You will be contacted as follows:

Term	Month
Term 1	February
Term 2	May
Term 3	August
Term 4	November



This is a copy of the email you will receive:



Tena Koe School Champion,

We are contacting you as **CHILD A** is currently on our Kiwi Kid Sponsorship programme. However, we have not received their completed renewal form after trying to contact the whānau multiple times over the last few months.

We would appreciate your help in getting this done as soon as possible so we can keep **CHILD A** on our programme and provide another year of funding.

To renew CHILD A and keep them on the Kiwi Kids programme, we require:

1. The completed About Me form
2. A recent photo.

If we do not receive this information in the next **two weeks**, we will unfortunately have to remove them from our Kiwi Kid Sponsorship programme. To find and upload the About Me and photo:

1. Log into the portal via our website www.variety.org.nz/sign-in.
2. Select 'My children'.
3. Scroll down to 'Renewals' to see the children at your school who are due to renew.
4. Click on '+ renewal' next to the child you wish to renew.
5. Here you can download the About Me form, and also upload once the child has completed it along with the recent photo.

Please get the completed About Me form and photo uploaded as soon as possible over the next two weeks so that we can keep **CHILD A** on our programme.

If you have any questions, please let us know.

Kind regards,

The Variety Team

Other School Champion activities

Updating contact details on the Variety portal

It is important that contact information for children on KKS is up to date. If the family of a child on KKS moves to a new house or their parent changes phone number, please let Variety know. Email Variety at kiwikids@variety.org.nz.

Changing schools

Children who change schools can still stay on KKS and use their funds. If a child has moved to another school, please let Variety know. If you don't know the child's new school, we will contact their parents or caregivers to find out. Email Variety at kiwikids@variety.org.nz.

Contact us

You can call Variety's Engagement team between 8.30am and 5pm, Monday to Friday with questions about Kiwi Kid Sponsorship, AMKT, and helping families to get the most out of their funding.

You can also check our web page:

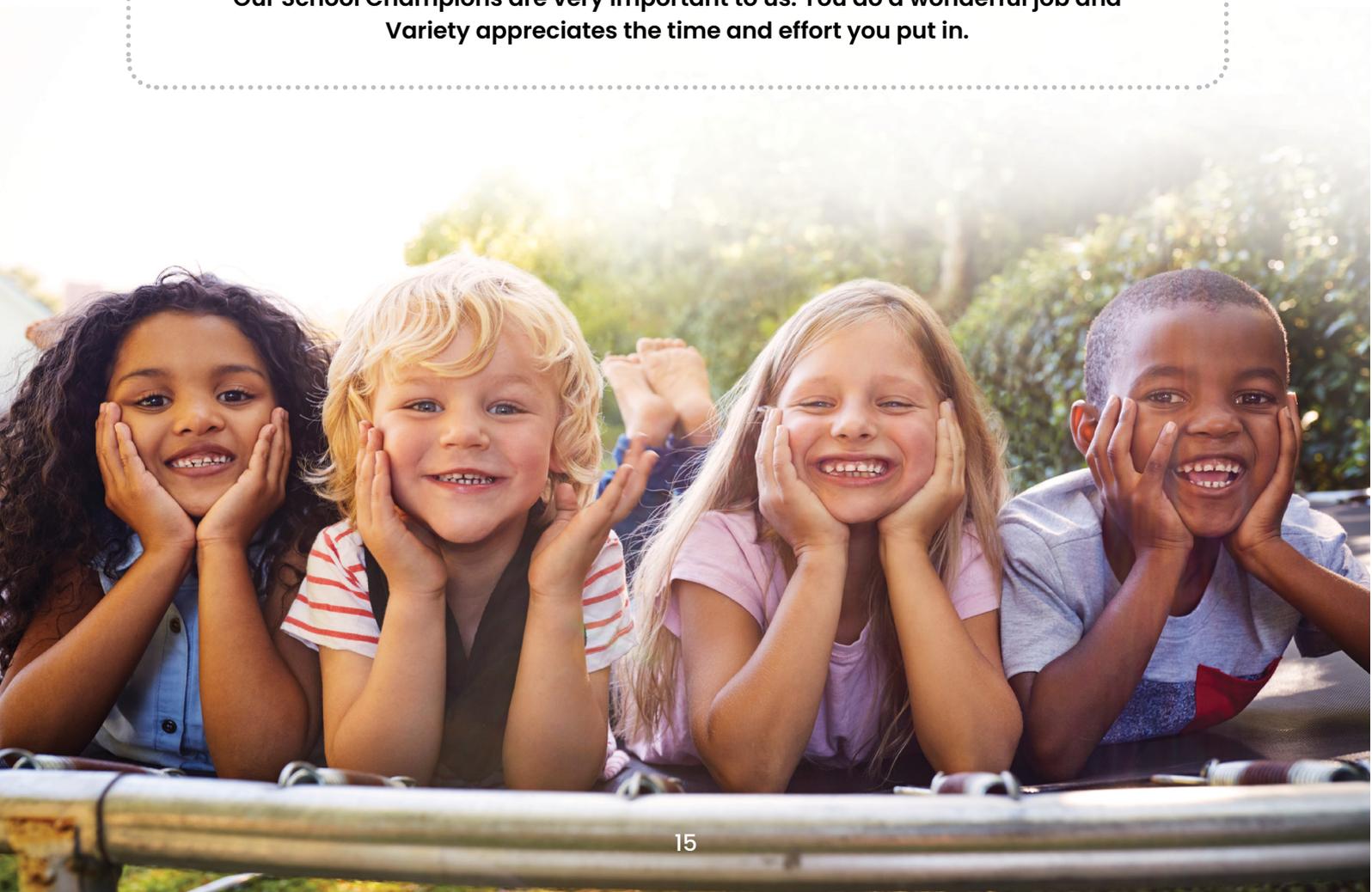
www.variety.org.nz/get-support/for-schools-and-referrers.

- email kiwikids@variety.org.nz
- Phone (09) 520 4111.

If the School Champion at your school changes, please let Variety know as soon as possible using the contact details above.

Thank you!

Our School Champions are very important to us. You do a wonderful job and Variety appreciates the time and effort you put in.



To order Variety materials

Variety has brochures, posters, and flyers available. If you would like copies of these, please contact us and let us know how many you need.



A3 poster



A5 flyer



Kiwi Kid Sponsorship information A5 brochures
3 languages – English, Te Reo and Samoan

Frequently Asked Questions

School champions may be asked questions about Variety's Programmes. Here are some of the questions you may be asked:

How does a parent apply for KKS?

Parents who want their children to go onto KKS must apply online by filling out the application form. They can find this at www.variety.org.nz/varietyportal/my-applications/kks-application. Variety does not use paper forms.

Can School Champions help parents to apply for KKS for their children?

School champions can help parents to apply for KKS, but the **parent must read and understand** the Declaration before they tick the box. School Champions can help to explain this if needed. Parents must also have their documents available to upload onto the Variety website: – a current Community Services Card OR – a budget sheet from a budgeting agency OR – two months of bank statements. It is best if School Champions get parent's permission in writing before they help with an application.

Can parents apply for all their children to go onto KKS?

Yes, parents can apply for all their children to go onto KKS, but it might take a while to find sponsors for all the children. Sometimes children from the same family will share the same sponsor, but sometimes they all have different ones.

What is a sponsor?

It is important that parents to know that a sponsor is a caring person who is committed to their child's wellbeing. The child's sponsor pays for the things that the child needs through Variety, and the parent can then choose how to use the funding. The sponsor receives a photo of the child, but Variety only shares the child's first name, age, and the region in which they live.

Parents, children, and sponsors can communicate with each other through the Variety website. Variety checks these messages before they go out, to protect the child and the sponsor's privacy. Parents should never give sponsors any identifying information about their child.

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

Yes. A School Champion must always get a parent's permission to make a claim on behalf of a child, no matter how small the amount of funding to be used. If you make a claim against a child's Variety funding, it is always best to get the parent to give their permission in writing first. School Champions should keep these permissions in a safe place. Please remember that Variety funding **cannot be used** for school donations or payments.

How do parents spend Variety funds once the child has been sponsored?

There are several ways to spend Variety funding. Parents can:

1. Get a **GST invoice** for what the child needs and send the invoice to Variety to be paid (kiwikids@variety.org.nz). See page 5 for more information about invoices.
2. Get a **Warehouse Purchase Order** through KKS, for what the child needs.
3. Get a **Warehouse Purchase Order** for Active Me Kia Tū (AMKT)
4. Get a **Rebel Sport e-gift card**. If the parent or caregiver does not spend all the money on the gift voucher, they can use it another time.





variety[®]
the children's charity

Phone: (09) 520 4111

Email: kiwikids@variety.org.nz

Level 1, 300 Great South Rd,
Greenlane, Auckland

P.O. Box 17276, Greenlane,
Auckland 1546

variety.org.nz

