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# STATEMENT OF SERVICE PERFORMANCE (SSP) GUIDELINES FOR MEMBERS

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## 1. Introduction

- 1.1 The Statement of Service Performance Form (SSP Form) is for use by Individuals, Branches, Groups, Area Committees, Provincials, Leadership Councillors Board members etc. and relates to any RWNZ activity.
- 1.2 Information on the form is a summary of the when, why and how of the activity to be collated nationally in order to demonstrate our charitable activity. Information needs to be clear and concise as the work is likely to be collated by someone without local or rural knowledge. Please submit the stories and photos of your activities to the National Office separately to share with Members and others at any time. Evidence that the activities took place needs to be retained and copies included with the form.
- 1.3 Forms can be sent to National Office multiple times throughout the year: e.g. directly after an event or it can be a standing item at meetings. These can be compiled over time to form the end of year SSP. Alternatively, the SSP form can record all the year's activities on one return and be submitted once at the end of the financial year.

## 2. Charitable Give-back – Donations:

- 2.1 **Record:** Date, beneficiary, reason for gift, nature of gift, - e.g. cash, volunteer labour (record number of hours given) physical gift – e.g. wheelchair, defibrillator, food. Value of gift – Actual cash value (if known) estimated cash value, total hours given in volunteer time – i.e. number of people and how many hours. Which Portfolio the gift is relevant to: Social, Education, Health, International, Technology, Environment, Business. Any other information deemed pertinent.
- 2.2 Attach Evidence: Receipts, invoices, letters, photos, donation acknowledgements (can be emails) letters of thanks, reports on use of scholarship grants, signed attendance sheets from events or courses, photos of Members manning a stand at Fieldays or other events, reports from recipient charities donated to (i.e. Red Puppy Appeal or Life Education Trust) copies of local press coverage or other documents.
- 2.3 Induction is usually carried out by a mix of briefings, circulation of written materials, and training. Induction training should be carried out as soon as possible following the date of appointment.

## 3. Collaboration and Community Relationships:

- 3.1 Examples are a community get together, celebrations, combined meetings, fundraising, training courses, wellness events.
- 3.2 **Record:** Date, the purpose of the event, where it took place, RWNZ Members who attended, who else was involved/attended – i.e. community groups, schools, DWN, Rural Support Trust etc. Charitable purpose (if any) funds raised (if any), amount, beneficiary. Which Portfolio the meeting/event was related to: Social, Education, Health, International, Technology, Environment, Business. Any other information deemed pertinent.

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#### 4. Authoritative Rural Voice:

- 4.1 **Examples of Authoritative Rural Voice activity are:** Media coverage (radio, TV, digital and social media platforms, newspapers, magazines). Submissions made or letters sent e.g. to Regional authorities, local Councils, school Boards, Government Ministries, Non-governmental Organisations (NGOs) and Not for Profit Organisations (NFPs). Support shown to the local community – representation and/or speaking out for services etc. at public meetings. RWNZ Member representations of rural community on other groups – local health boards, clubs, school Boards, Trusts or in key positions in local media or government.
- 4.2 **Record:** Date, how and where the Authoritative Rural Voice was heard, what the purpose of the action was, who was involved/attended – i.e. community groups, schools, DWN, Rural Support Trust etc. Charitable purpose (if any) funds raised (if any), amount, beneficiary. Which Portfolio the meeting/event was related to: Social, Education, Health, International, Technology, Environment, Business. Any other information deemed pertinent.

*Office ref: 502 Statement of Service Performance Form (SSP) Guidelines for Members v 01/2019 approved by the Board 11/4/2018.*