

Annual Support Group Plan

Developing and submitting an Annual Support Group Plan is a requirement for all Parkinson's NSW Support Groups. Annual Plans should be drafted by the Leadership Team in consultation with all Support Group participants.

For more information on the Annual Support Group Plan, contact:

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Support Group Coordinator

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Year covered by Plan	
Support Group Name	
Support Group Location	
Support Group Leader	
Support Group Deputy Leader(s)	

Please list up to five Support Group's goals for the year. These should be brief, measurable and discussed with Support Group participants.

Examples:

- To increase our number of Support Group participants to <number>
- To hold <number> of meetings and <number> outings over the year

Goal 1	
Goal 2	
Goal 3	
Goal 4	
Goal 5	

Please describe the specific activities your Support Group plans for the year in order to meet the goals you have set on the previous page. These should be discussed with Support Group participants. Add a page if more space needed.

Examples:

- We will invite high quality speakers who can discuss topics that our Support Group participants have requested
- We will survey our Support Group participants to gather information on topics and activities they are interested in

Activity 1	
Activity 2	
Activity 3	
Activity 4	
Activity 5	
Activity 6	
Activity 7	
Activity 8	
Activity 9	
Activity 10	

All Support Groups must remain financially viable. Therefore, regular Support Group operating expenses and overhead costs need to be documented.

Example:

Item	Est. Cost	Number	Total/Year
Support Group meeting venue hire	\$85/meeting	12 meetings	\$1,020
Meeting refreshments	\$5/head	15 participants x 12 meetings	\$900
Support Group materials	\$10/meeting	12 meetings	\$120
Total			\$2,040

Please document your Support Group's regular projected expenses here:

Item	Est. Cost	Number	Total/Year
Total			

Support Groups may also incur additional expenses and overhead costs outside of the routine costs of Group activities.

Example:

Item	Est. Cost	Number	Total/Year
World Parkinson's Day luncheon	\$25/head	50 invitees	\$1,250
Local newspaper classified ad to recruit new participants	\$30 per insertion	3 insertions	\$90
Printing flier for World Parkinson's Day activities	\$253 flat rate	250 fliers	\$253
Total			\$1,593

Please document your Support Group's additional projected expenses here:

Item	Est. Cost	Number	Total/Year
Total			

Authorisation of submission of Annual Support Plan

Date submitted to Parkinson's NSW:

Signature of Support Group Leader:

To be completed by Parkinson's NSW:

Date approval granted for Plan: