



Checklist for Using the Visiting Tutor Program

- Determine date of activity;
- Select tutor from Register of National Demonstrators on the Association web site or on request from the Secretary;
- Contact tutor to determine availability;
- If tutor available
 - clarify activities to be undertaken and duration of visit;
 - clarify applicable fees and means of transport;
 - if travel by air then consider costs incurred by the tutor in travelling to and from airports, coach terminals or railway stations or parking at airports;
 - if travel by motor vehicle make tutor aware of need to produce receipts for petrol and food;
- Complete Visiting Tutor Program Request Form and submit to the Secretary of the Association;
- If activity planned for early in the new financial year check to ensure that Club has paid the Membership Fee prior to the date of the activity;
- After activity obtain all relevant receipts and complete VTP Reimbursement Form. Submit form to the Secretary of the Association, together with receipts;
- If tutor is on Level 2 in the Register of National Demonstrators then complete Demonstrator Assessment Report and submit to the Secretary of the Association.