

RESULTS OF SURVEYS CONTRIBUTED FOR COMBINED OLD GIRLS' ASSOCIATION MEETING AUGUST 2003

The following responses were contributed by past students groups. They are provided for the reference of all groups. Contact address details are only provided where they pertain to an organisation's post office box or school address. Private address details are not listed. You are advised to discuss this personally with the representative if you wish to follow up a particular school where the address details are not listed.

TINTERN – PO Box 26 Ringwood East 3135
MORONGO – private address
LOWTHER HALL – PO Box 449 Essendon 3040
LORETO MANDEVILLE HALL – c/- 10 Mandeville Cres. Toorak 3142
PRESENTATION COLLEGE – private address
FINTONA – 79 Balwyn Rd Balwyn 3103
CLC – private address
Clyde – private address
Santa Maria – 50 Separation St Northcote 3070
KILMAIRE COLLEGE – closed, no further correspondence
MERCY COLLEGE – 760 Sydney Rd Coburg 3058
THE HERMITAGE – Box 591 Geelong 3220
ST MARGARET'S – Gloucester St Berwick 3806
PLC – 141 Burwood Hwy Burwood 3125
St CATHERINE'S – c/- 17 Heyington Place Toorak 3142
MELBOURNE GGS – 86 Anderson St South Yarra 3142
TOORAK – PO Box 1057 Mornington 3931
MLC – 207 Barkers Rd Kew 3101
CAMBERWELL – 2 Torrington St Canterbury 3126
IVANHOE – PO Box 61 Ivanhoe 3079
ACADEMY OF MARY IMMACULATE – 88 Nicholson St Fitzroy 3095

1. How does your past students association attract younger members to join or participate in the association?

TINTERN

A member of TOGA attends a Year 12 Assembly and promotes membership of TOGA. A number of new initiatives are being considered this year, including the introduction of a time capsule to hold information provided by each student to be opened at their 5-year reunion. We also promote joining the TOGA and the TOGA committee at year group reunions

MORONGO

As our school closed in 1994, the number of young members joining is limited. Past students are encouraged to join when attending reunions or functions or by word of mouth via other Morongo Old Collegians' members. Younger members are encouraged to attend functions by presenting guest speakers whose topics are

interesting to younger people. The association also encourages reunions for year groups.

LOWTHER HALL

This is proving to be very difficult. We don't focus any events on girls who have been away from school for 5 years or less – there is no interest from this group. We have been conducting a 5-year reunion and this has proved successful. In October this year we are conducting our first major event for the 1985-1995 girls. This will be a Friday night event at a local Essendon area venue. Key feedback has been that the girls would like to meet up with girls from across the years (not just a single year reunion) and not at the school!

LORETO MANDEVILLE HALL

Having representatives on the committee. Using the database for networking.

PRESENTATION COLLEGE – WINDSOR

Reunions: Breakfasts, dinners etc.

PR through school community – past pupils' involvement in school activities.

Past pupils speak to Year 12 students.

Past Pupils award is presented at Speech Night.

FINTONA GIRLS SCHOOL

With great difficulty!!

CATHOLIC LADIES COLLEGE (CLC) – Eltham

We have made a big effort to encourage youth to our committee and have a good representation. They have helped us greatly in developing a Mission Statement and with the setting up of a database on the computer. They have been enthusiastic but overall younger members are few.

CLYDE

As we are looking at the Association no longer being viable due to lack of support, this is not really of any relevance to COGA. There are girls who are not Old Girls and have slipped through the net. We still encourage them to join if they wish and keep in contact and remain on a database.

SANTA MARIA COLLEGE

Every Year 12 student graduating automatically becomes a member and receives a newsletter advertising events. Often rely on word of mouth.

KILMAIRE COLLEGE – Hawthorn

School closed more than 10 years ago. Are no longer operating as an association.

MERCY COLLEGE

Are in the process of investigating setting up an association. Would be appreciative of any help.

ST ALOYSIUS COLLEGE (North Melbourne)

No association at present.

THE HERMITAGE

No longer applicable to school leavers. Reunions each year for those who left 30, 40, or 50 years ago.

ST MARGARET'S SCHOOL (Berwick)

Reunion-type events i.e. beginning of each year for newest school leavers. Notification through mail outs and advertisement in school mail out on occasion.

PRESBYTERIAN LADIES COLLEGE

Cocktail party for last year's school leavers is held during the next year where the Old Collegians Committee serve drinks and nibbles and mingle with girls. OCA President makes welcome speech. At final Year 12 assembly girls are presented with OCA badges and an invitation to join OCA.

ST CATHERINE'S SCHOOL

Reunions for year groups at 5-year intervals.

MELBOURNE GIRLS GRAMMAR

Reunions and a networking group.

TOORAK COLLEGE

Letter written to parents of Year 12 girls prior to account with our membership fee (membership is optional). We outline our activities – from the girl's time at School to how they can become involved with sports teams, the committee etc. Cocktail party early in year after leaving school for all Year 12 girls and staff. Whenever possible promote ourselves to current students eg sponsor door prizes at a breakfast. Gift to all Year 12 at end of year.

METHODIST LADIES COLLEGE

Old Collegians' Choir. Old Collegians Sports Teams. Two school leavers join the council so we have some younger input.

CAMBERWELL GIRLS' GRAMMAR SCHOOL

Looking into doing this better. We have a new, younger committee as of April 2003.

IVANHOE GIRLS

Two representatives are chosen to join the committee from each Year 12 class. Those girls organise a cocktail party/reunion in August of the year after they leave. Reunions are organised for each year level – generally at 5-year intervals. At present there is a transition period where membership is voluntary for girls leaving year 12 (and other year levels), gradually this will change to automatic membership.

THE ACADEMY

Internet, word of mouth, long standing past pupils association.

2. How does your past students association manage the database of members' information?

TINTERN

The Tintern Development Office manages the database that records past student details including Association membership. Mailing labels and membership lists are produced on request.

MORONGO

A member of the committee is the voluntary Public Officer and Membership Recorder. This person maintains a past-student database on computer, which she updates continually when changes are advised such as change of name, address, engagements, marriages, births and deaths. Additional information if provided by the past student/member includes phone number, fax number, email address and occupation. A register of Life Members is also maintained and any new members are added and the register is updated continually. We have 13 Honorary Life Members who have been presented with Honorary Life Membership in recognition of special service.

LOWTHER HALL

This is the major issue for LHOGA at present. We have embarked on a membership drive this year and have so far attracted 60 or so new members. We did this by offering a special deal to join the association. The administration of these names on the database is performed at the school.

LORETO – MANDEVILLE HALL

Through School Development Officer.

PRESENTATION COLLEGE

With some difficulty. Recent years more efficiently as names go directly to the past pupils database. Advertising reunions through word of mouth. Past pupils' newsletter. Database managed by past pupils' representative assisted by school secretary.

FINTONA

We have a volunteer who looks after this and a part-time admin assistant employed by the School.

CLC

One committee member looks after the database on computer. This has only been set up in recent years so if she gives up committee, it will have to be passed on. Constant gathering of updates.

CLYDE

Due to amalgamation with Geelong GS and as COGA members are automatically OGGs we are on the database. We are now encouraging all our members to advise GGS of any changes.

SANTA MARIA COLLEGE

New development officer manages information and updated database. Regular maintenance needed. Database is part of greater school database on SAS.

THE HERMITAGE

Ours is managed as part of the Old Geelong Grammarians website. (www.ggscorio.vic.edu.au) Publications are managed also.

ST MARGARET'S
School database.

PLC

Database is held at the school and all new information is passed on through OCA Committee members or by past students filling in a form that is published in every quarterly school newsletter/magazine.

St CATHERINE'S
With the help of the School.

MELBOURNE GGS
Through the school development staff.

TOORAK COLLEGE
Rely on the school. We have a laptop but need to get data onto it.

MLC
This is done by the development office of the school.

CAMBERWELL GIRLS' GRAMMAR
We use TASS. Standard methods i.e. slip in newsletter for change of address, link on website.

IVANHOE GIRLS
Records held by a committee member and school. Address labels etc produced by school. Address changes added by members, word of mouth, research (phone book, electoral office etc). Births, deaths, marriages etc recorded – previous names and fathers' initials usually recorded to assist with tracing where necessary. "Missing" members list advertised in magazine.

THE ACADEMY
School secretary

3. What use does your past student association make of internet, email and website communication to the members?

TINTERN

Unfortunately, very little at this stage. The school is currently organising Internet interactivity through the website and the past student information will be included in future developments. Wherever possible minutes of meetings are emailed to committee members.

MORONGO

Currently we do not have a website but we are planning to develop one. We email minutes of meetings to committee members. We communicate to branches and individuals by email wherever possible. The association is a member of the Schoolfriends.com website

LOWTHER HALL

Very little due to the relative infancy of the Internet site of the School. Changes are in progress and we expect to make more usage of these channels over the next year. Have own email address for member communications.

LORETO MANDEVILLE HALL

Just beginning to see benefits. We have 200 email addresses. 100 are paid up members.

PRESENTATION COLLEGE – WINDSOR

We have website and advertise past pupils activities. We hope in future to make greater use of emailing past pupils.

FINTONA

Email is useful. Internet-website is limited.

CLC

We have the basic information on the school site and occasionally use email but not a large mail out. This is just in the beginning stage and we don't have many email addresses and not many members have indicated they wish to utilise this.

CLYDE

Again, because of the Geelong GS connection, we are able to have a webpage for COGA through the GGS site. We encourage members to notify them to place reunion news etc on our site.

SANTA MARIA

None currently. Are looking into new website. Email is utilised by members.

THE HERMITAGE

Archival material. Small branch we have in UK.

ST MARGARET'S SCHOOL

Email RSVP option. Website under construction.

PLC

This is still being set up and is not yet operational.

MELBOURNE GIRLS' GRAMMAR

Email: Most necessary for all but the older generation for fast communication.

Website: Of interest to past students wanting information – mostly reenrolments.

Business bridges: for past students and staff registration and networking.

TOORAK COLLEGE

None. Only between members. The committee communicates via email with those that have it – but this is not always satisfactory. Are looking into a separate database and plan a static site on School's website. Our page on the website isn't wonderful at present (manpower problems).

MLC

We have an OCC website maintained by members of the OCC council. The Alumnae website is managed by the development office at the school. We don't email members (except via alumnae website) except within the OCC Council.

CAMBERWELL

Not much. We have a Grammarians link on the site but do not utilise email as much as we could.

IVANHOE GIRLS

Web page linked to School site. Web page maintained by OG committee. Email address to OG. Email addresses collected for future reference. OG encouraged to use sites such as schoolfriends.com.au and similar.

THE ACADEMY

www.schoolfriends.com.au

4. What methods has your association tried for fundraising?

TINTERN

Dinners, raffles, luncheons.

MORONGO

Functions such as film nights, annual Founders Day church service and luncheon, garden tours, morning coffee and cocktail parties. Sale of memorabilia.

LOWTHER HALL

Direct letters asking for funds to support specific school fundraising efforts (Junior School, Mansion restoration). Over the last 3 years have raised \$3000 using this method – Association always matches the amount raised.

LORETO – MANDEVILLE HALL

Film afternoons, historic tours of school.

PRESENTATION COLLEGE

Collecting memberships for past pupil association. At this stage we are mainly concerned with up-dating database than large-scale fund-raising. We are currently looking into fundraising possibilities.

FINTONA

A dinner every 2 years to honour a particularly successful girl. Film evenings – increasingly less well attended. Bulb drive (in the past). Small profits from reunions.

CLC

Main fundraiser is a film night at Balwyn Cinema once a year early in the year. We supply supper and often have an attendance of 200. Recently not so many. Theatre charges \$7.50 per ticket – sell tickets for \$15 each and sell raffle tickets 5 for \$2 for prizes such as gift vouchers and donated items. Sale of souvenir memorabilia for centenary year.

CLYDE

Not a general issue for Clyde as we not longer have a school! However we do support Clyde House at GGS. Garden tours have been our main source of income plus luncheons at AGMs.

SANTA MARIA

Spoons at reunions. Offering reunion photos for sale. Small groups fundraiser for school.

THE HERMITAGE

Card days, luncheons, Christmas morning coffee, Golf Day, selling mugs with school crest. All events have raffles.

ST MARGARET'S

Ticket sales, trivia nights, movie nights, stall at Country Fair.

PLC

Film luncheons, luncheons and morning teas at Lyceum Club, Alexandra Club and Royal Melbourne Golf Club. Old Collegians Choir concerts and morning tea stall at school sports day.

ST CATHERINE'S

Jumble sale, card day, catering. Produce stalls, film mornings, guest speakers, card days.

TOORAK COLLEGE

Call for donations for particular causes in our newsletter eg Archives Centre, Scholarship. Held a garden party to raise money for archives centre. Canvass businesses to advertise in our newsletter to reduce costs or donate prizes to be raffled at our Association luncheon.

IVANHOE GIRLS

School Rose. Bulb drive. Prints and cards developed by current parent. Dinners. Centenary memorabilia (handled by school) was particularly successful (this included glasses, mugs, calendars, aprons). Other merchandise is handled by Mothers Association. Currently investigating selling of photos with text.

THE ACADEMY

Membership fees.

5. How has your past students association undertaken major events/celebrations for significant anniversaries and occasions?

TINTERN

TOGA have organised a number of activities including the school's 125th Anniversary and these have been done by the committee and with the support and assistance of the Development Office. The school is very supportive of past student activities.

MORONGO

As our school closed in 1994 we no longer have major events/celebrations.

LOWTHER HALL

School initiates all such events. LHOGA supports the events in whatever way possible. Conduct 1 or 2 LHOGA specific functions per year – 1 will be aimed at fundraising, 1 will be aimed at younger members and generating an ongoing sense of connection to the school.

LORETO MANDEVILLE HALL

With great enthusiasm and difficulty. Committee formed, tasks delegated, school involved.

PRESENTATION COLLEGE

We work together with school for functions such as Open Day and special celebrations. We advertise in our Past Pupils publications for coming events.

FINTONA

Luncheon in honour of Founder's Birthday. Badges for all students in Centenary year.

CLC

Centenary 2002 we had combined school reps Church Service at St Patrick's Cathedral and had afternoon tea at Park Hyatt which is on the site of original school Had a representative of Old Collegians on the Centenary committee and had committee representation at the majority of these.

CLYDE

Over the years we had various cocktail parties, dinners etc to celebrate significant events. It is 30 years (2005) since Clyde closed and so we shall celebrate this. Sadly and inevitably this will probably be the end of COGA officially. Monies from events go towards bursaries in Clyde's name and also prizes at GGS.

SANTA MARIA

Small groups of past students head up committees to organise different aspects of events.

THE HERMITAGE

Committee of approx 12 – 15 people. Address list stored on GGS computer. Invitations sent out. Acceptances counted, committee organises menu, venue, speaker, décor, prizes. Events are advertised each year in newsletter and we have a half page in "Light Blue", the GG's quarterly magazine.

ST MARGARET'S

Financial contributions, organisation of historical tour.

PLC

Annual OCA luncheon either at the school or another venue. For the Centenary this year we are holding a huge garden party in the School grounds. Old Collegians take part in Annual Christmas Carol Service and Speech Night. Many year levels hold their own group reunions when appropriate – either at PLC or in another venue. OCA has many branches both in country Victoria and interstate and overseas. Alumnae groups overseas.

ST CATHERINE'S

Train trip to Castlemaine. Church services. Special reunions and lunches.

MELBOURNE GGS

Major luncheons, centenary art show of past student works.

TOORAK COLLEGE

With some trepidation! Our committee is quite small and needs assistance from the School eg mail outs other than the newsletter, manpower and expertise in any production.

MLC

A special committee formed 3 years in advance of our centenary in 2004 to plan events and souvenirs. Each event has its own subcommittee. All report to OCC council.

IVANHOE GIRLS

Centenary this year. Committee members have assisted with events and with advertising. Members have participated in events eg Back to School Day, Centenary Concert. Rose was planned for the Centenary some years in advance. Database of past student address details is kept up to date to assist in notifying ex students.

THE ACADEMY

Mail out/ luncheon. School is 145 years old. Looking to plan a big 150 Celebration.

6. How does your past students association levy their membership fees?

TINTERN

TOGA writes to Year 12 parents inviting them to support the membership of their daughter through Life Membership fees (currently \$75). Membership fees are forwarded to TOGA. A very small number of members prefer to pay an annual membership fee.

MORONGO

We have a once only joining membership fee for Life Membership and no further levies. Life Membership is \$60.

LOWTHER HALL

Life membership to all leaving girls - \$75 fee is included in final year fees. School pays this to LHOGA at end of each year net of any scholarships/prizes which we fund on a yearly basis.

LORETO-MANDEVEILLE HALL

Annual or Life Membership.

PRESENTATION COLLEGE

Our membership fees for Past Pupils Assoc. are \$100 Life Membership, \$25 3-year membership and \$10 Annual. Payable direct to Membership Secretary of the PP Association. The College is not keen for levy to be included in school fees in last year or so.

FINTONA

Voluntarily – via letter with final fees etc.

CLC

Just join if they want to – VCE don't! Free membership for first year out of school. Centenary membership drive. We levy a 3-year membership @ \$30 and Life Membership \$100.

SANTA MARIA

Not applicable.

THE HERMITAGE

\$20 gives Life Membership these days. This only includes girls who were at school (not necessarily in Year 12) before amalgamation in 1975.

ST MARGARET'S

Automatically on final school fee invoice.

PLC

Old Collegians membership fees are built into School fees so that on leaving all past pupils automatically become members of Old Collegians Association.

ST CATHERINE'S

Through the school billing system.

MELBOURNE GIRLS GRAMMAR

A portion of the non-refundable deposit when each student leaves.

TOORAK COLLEGE

Itemised on the second last account (the last "big" account) preceded by a letter from us. Membership is optional, but non-refundable once paid.

MLC

With co-operation from School accounts department, membership fee is included on the fees over the years and they transfer membership fee, multiplied by number of students leaving Year 12 to us each year.

CAMBERWELL

Part of Year 12 Composite Fee.

IVANHOE GIRLS

Currently voluntary membership via school fees. Also advertise memberships in each edition of School publications. Send "free" copies of OG newsletter to prospective members. Will gradually change to automatic membership.

THE ACADEMY

\$30 per year plus donations.

7. What procedures does your past students association follow with respect to archives and collection/storage of archives?

TINTERN

TOGA provided funds to properly catalogue archival material, which is housed in a separate room attached to the school library. A number of TOGA members have worked on the collection. The School Librarian has responsibility for the archival collection.

MORONGO

Archival material of Morongo and Morongo Old Collegians Assn is stored at Morongo House at the Geelong College. A member of our committee is appointed as a voluntary archivist and all items in the collection are catalogued. Past student records are stored at the Geelong College and are accessible through the Bursar of the Geelong College.

LOWTHER HALL

School has 0.5 time archivist (who is fantastic) and she is responsible for all archives. She attends LHOGA functions and provides photo materials for names to be filled in. This helps to improve the archives.

LORETO – MANDEVILLE HALL

Work with school archivist.

PRESENTATION COLLEGE

We are currently working to establish School archives and to work through the school to appoint a professional archivist. Although the school council has approved this appointment, space/room is a major problem and most of our material is stored off campus. The establishment of School archives (memorabilia) and database for PP assoc. are among our chief objectives. Fundraising is not such a priority right now.

FINTONA

A part-time admin. Officer collates and lists all items and prepares appropriate displays for reunions etc.

CLC

This is done by the school archivist. During Centenary year we called for memorabilia and will do so as an ongoing project.

CLYDE

We are working hard to collect various pieces of archival material. A general collection and records are housed at GGS in our own collection. We are presently finalising the indexing of this. Collection is an on-going job. Storing in proper acid-free conditions is important.

SANTA MARIA COLLEGE

Archivist at school. Any information received is sent to archivist who catalogues it.

THE HERMITAGE

Advertise for archives in newsletter. Archive report each year in newsletter. We store and display these throughout the Hermitage House – one of the boarding houses for girls at GGS. We have 3 committee members to organise this.

ST MARGARET'S

School archives.

PLC

PLC archives is part of school library complex and collection is stored variously in compactus files, vertical files, glass cabinets and bookcases. Uniforms are on hanging racks or packed into shelving. Photographs are stored in vertical files, in cellophane bags and special plastic sleeves. We have a display room set up with glass cases and bookcases where Old Collegians can come and view the collection.

ST CATHERINE'S

Past student is the archivist. Storage is at the school.

MELBOURNE GGS

Gifts are collected and stored by the school archivist.

TOORAK COLLEGE

Last year we opened our archives centre, which has a dedicated storage area with de-humidifier, 2 x compactus etc and a display area. An archivist is employed by the school 1 day per week. The school passes on documents etc and uses the archive centre as a resource for year 7 history.

MLC

MLC's archivist collects, thanks, records and stores and displays the archives. A report goes in the newsletter regularly. OCC encourages donations at reunions and through newsletters.

IVANHOE GIRLS

Archivist employed by school. Extensive collection used by girls for projects etc. Donations from past students and community made. Some volunteers from OG assist with catalogue and naming of photos. Photos often brought to events for naming or displays. Archival displays very popular at centenary events.

THE ACADEMY

School computer (done by school).

8. Any other significant issues you wish to document.

MORONGO

The Morongo Award – a scholarship fund for a year 11 student at Geelong College. The Morongo Cup is presented annually to the winning school at the Morongo Rowing regatta for junior rowers, held on the Barwon River Geelong. Morongo medals are presented at Head of Schoolgirls rowing regatta to year 12 rowers who have competed at the Head of Schoolgirls rowing regatta for at least 3 regattas. A Morongo medal is presented at the Geelong College Speech Day to the Head Girl and

Head Boy of the Geelong College Boarding Houses. The Morongo Old Collegians give this medal in recognition of Morongo's long history as a boarding school.

LOWTHER HALL

Trying to establish career mentoring network – any suggestions welcome.

FINTONA

The OFA is having great difficulty getting members to step forward and participate on our committee. How do others recruit committee members?

CLC

Thank you for the opportunity to reflect on these issues and our association looks forward to viewing the results. When we receive literature from Combined Old Girls' Assoc. if there is a phone contact this would assist if one is unable to attend at the last minute.

CLYDE

We are at present looking to undertake recording the final 15 years of Clyde. The past decades from commencement were written by Miss Hay – Past Principal – up to when she left in 1959. The years from 1960 – 1975 are yet to be completed.

SANTA MARIA

Would be interested in hearing about any mentoring programmes utilising past students.

ST CATHERINE'S

How do Old Girls' Associations ensure that traditions are maintained?

MLC

A good working relationship between the school/development office and the past students is essential.

IVANHOE GIRLS

Sun Tennis Cup – more schools needed for competition to begin again.

Golf Day – more schools participating would be beneficial.

Privacy Policy – all organisations should be working toward a privacy policy. Help can be obtained from Volunteering Victoria. IGOGA is willing to share their policy.

Base policies on the Federal legislation.

National Council of Women – IGOGA is looking into becoming involved again and encourages other groups to do so. Meetings are generally held in the city.

Encourage all groups to have a post office box for mailing. Then if committee changes address stays the same.

THE ACADEMY

Privacy Act.

Thank you to everyone who contributed to the survey responses.

IGOGA August 2003