



# A Men's Shed Toolbox

## Table of Contents

[Disclaimer](#)

[MENZSHED NZ - Purpose](#)

[MENZSHED® Trademark.](#)

[What is a Men's Shed?](#)

[Mind Map of Activities](#)

[How do sheds get started?](#)

[Establishing the Shed Entity](#)

[Incorporated Society or Charitable Trust](#)

[Considerations for Rules](#)

[Joining MENZSHED NZ](#)

[Charitable Status](#)

[Financial](#)

[Bank Accounts](#)

[Budgeting](#)

[Membership Fees](#)

[How to make an income for the shed \(to pay rent, power etc.\)](#)

[Getting funding](#)

[Raffles:](#)

[Year End Activity - Review or Audit?](#)

[Committee Meetings](#)

[Tax](#)

[Email](#)

[Google Apps](#)

[Donations](#)

[Premises](#)

[Safety in the shed](#)

[Does the Health and Safety at Work Act 2015 \(HSWA\) apply?](#)

[Our shed is not a PCBU - what are the obligations?](#)

[Our shed is a PCBU - what are the obligations?](#)

[Our shed hosts groups - what are our obligations?](#)

[Electrical Safety](#)

[Machine safety](#)

[Fire](#)

[First Aid](#)

[Insurance](#)

[Building](#)

[Contents](#)

[Public Liability](#)

[Statutory Liability](#)

[New Builds](#)

[Rothbury Brokers](#)

[Ongoing Publicity](#)

[Website](#)

[Social Media](#)

[Other Opportunities](#)

[Publicity Suggestions](#)

[How to handle community projects](#)

[Schools:](#)

[Persons with Disabilities](#)

[Children](#)

[Smoking, Alcohol and Recreational Drugs](#)

[International](#)

[Appendix 1 Mind Map Data](#)

## **Disclaimer**

MENZSHED NZ Inc does not impose any requirements on sheds as to how they create their rules and implement financial, health and safety matters. The shed management team or governing body must attend too and take full responsibility for those matters.

This resource has been put together as an aid for emerging or established sheds to set up as a legal entity and some suggestions about important administrative matters. A significant number of links to other resources are scattered throughout. We make no apology for that - there is little point in restating what has already been created by experts in their field.

Sheds are encouraged to contact the nearest MENZSHED NZ regional representative for support.

- Northland, Auckland - vacant, contact [Keith Dickson regrep2@menzshed.nz](mailto:Keith.Dickson@menzshed.nz) (Mt Maunganui)
- Waikato, Bay of Plenty, - [Keith Dickson regrep2@menzshed.nz](mailto:Keith.Dickson@menzshed.nz) (Mt Maunganui)
- Taranaki, Manawatu, Hawkes Bay, Wellington - vacant, contact Peter Blackler [treasurer@menzshed.nz](mailto:treasurer@menzshed.nz) or John Bush [support@menzshed.nz](mailto:support@menzshed.nz)
- Nelson, Tasman, Marlborough - vacant, contact [secretary@menzshed.nz](mailto:secretary@menzshed.nz)

- Canterbury, West Coast - [Trevor Scott regrep4@menzshed.nz](mailto:Trevor.Scott@menzshed.nz) (Oxford)
- Otago, Southland - [Ian Miller regrep5@menzshed.nz](mailto:Ian.Miller@menzshed.nz) (Taieri)

## **MENZSHED NZ - Purpose**

The objects for which MENZSHED NZ is established are to meet the needs of its member sheds by:

- Providing support and resources for member sheds and emerging groups aiming to establish a shed:
- Providing a central contact point for all member sheds:
- Maintaining a national register of sheds in New Zealand:
- Providing benefits to member sheds, such as discounted group insurance rates:
- Assisting member sheds to keep their members safe through quality health and safety information:
- Developing strategic alliances with key organizations:
- Supporting member sheds to be accessible to all men, regardless of ability, background, or culture:
- Organising national conferences and facilitating regional and local networking opportunities:
- Providing guidance regarding shed responsibilities, structure and operations:
- Providing information and guidance to enable member sheds to establish opportunities for effective and continuous learning where appropriate for skill transference and tangible outcomes.

MENZSHED NZ will not have any direct control or responsibility for any individual shed.

*(Extract from the constitution of MENZSHED New Zealand.)*

## **MENZSHED® Trademark.**

The word MENZSHED and the logo is a trademark owned by MENZSHED New Zealand Inc. Sheds are welcome to use the word as part of their name or signage. We reserve the right to cancel the use of the word if a shed brings the men's shed movement into disrepute.

## **What is a Men's Shed?**

A shed brings men together in one community space to share their skills, have a laugh, and work on practical tasks individually (personal projects) or as a group (for the shed or community).

The sort of projects a shed tackles is entirely up to the shed concerned, however most sheds around New Zealand take on some community projects, examples of which include building playgrounds for pre-school centres, repairing toy library stock, repairing old bikes for distribution to poorer communities, building planter boxes for the main street of the local central business district, and the list goes on.

## Why establish a Men's Shed?

Men are known to have smaller circles of friends than women, so the shed offers opportunities to foster new friendships outside the social circles their partners establish.

Men's sheds are an ideal place for health professionals to gain access to men who may otherwise not take as much care of themselves as they could, and many sheds invite them to give informational talks and basic health checks at the shed in the men's own environment where they feel the informality makes for a more relaxed atmosphere.

Couples may find that after retirement, the change of suddenly being with each other every waking (and sleeping) hour can cause friction, so the shed is a great place to escape the stresses of "underfoot syndrome", and the result is that women are among the most ardent supporters of sheds.

## Mind Map of Activities



## How do sheds get started?

Who is interested?

How to get Publicity

- Newspapers
- Community weeklies
- Community radio
- Churches

Holding a meeting to gauge interest

- Choose venue
- Arrange publicity
- Identify and invite key allies
- Invite local journalist (or send an article for publication afterwards)
- Invite the MENZSHED NZ Regional Rep and a sheddie from a nearby shed
- Organise chairman
- Prepare programme, slideshows etc
- Gather names, phone numbers and email addresses of attendees
- Have promotional material to take away

## **Establishing the Shed Entity**

### **Incorporated Society or Charitable Trust**

Sheds are usually either an Incorporated Society, a Charitable Trust or auspiced (part of another organisation – church, council group). Useful resources are available at:

- **The NZ Companies Office** website has information about establishing a Society or a Trust.
- **CommunityNet Aotearoa** – check this Community Resource Kit.
- **Community Law** – Provides free legal advice, and includes guidance on establishing a community group

For a summary of the differences between an Incorporated Society and a Charitable Trust, see here.

The following documents are provided to assist with creating your shed rules. Feel free to download them and modify as required.

- Example of Incorporated Society Kapiti
- Example of Charitable Trust Oxford

We suggest:

An Incorporated Society if sufficient numbers (15) to incorporate.

A Charitable Trust is also appropriate provided that the Trust is established along similar lines as to what is required for an Incorporated Society, ie it has a democratic set of rules that sets

out what the Trust is for, how it is operated (governed) and in particular how the Trustees are appointed – preferably elected by the members as with an Incorporated Society.

The reasons for an organisation to follow the Incorporated Society and registration with Charities Services include:

- an Incorporated Society is a more open and democratic organisation. The Societies Act requires rules to set out how the organisation will be operated regarding election of Officers, holding of meetings, membership etc etc. (Whereas with a Charitable Trust, a Trust can be established by just one or two persons with minimal rules, and as has happened in some cases can become autocratic.)
- Being an Incorporated Society and a Registered Charitable Entity means the organisation remains as a legal entity if for any reason the charity registration is cancelled (as has happened to some sheds through not filing the required returns). If the organisation is established as a Charitable Trust (as some Sheds are) then the whole organisation loses its legal status if the Charitable Trust is de-registered for whatever reason.
- Some legal advisers may advocate for Charitable Trusts – maybe because they think a Charitable Trust needs some on-going legal input.

Auspiced

Some sheds choose not to become a legal entity, instead operating within another organisation.

Matters to consider include:

- a formal written agreement between the two groups
- who owns what property
- operating principles.

## **Considerations for Rules**

The purposes

This is the founding statement and guiding principles for the shed. It is important to get this correct at the outset! Here is an example:

The purpose of MenzShed Anytown is to provide an environment for mainly older men in the Xyz District to pursue their personal growth and develop a greater understanding of their role in their community and their family.

In particular MenzShed Anytown aims to be beneficial to the community by-

- providing premises in the Xyz District for men to have access to workshop facilities that enables them to share their knowledge, experiences and skills and work in harmony on projects for the benefit of the community or for their own personal benefit;
- promoting the benefits of men's personal growth as affecting the community and family;
- facilitating the understanding of men's issues by the community;
- providing educational activities and other programmes and projects consistent with the aims of MenzShed Anytown;
- liaising with other organisations to further the aims of MenzShed Anytown and benefits to the community;

- providing other support and assistance as may be consistent with the charitable purpose of MenzShed Anytown.

All of the activities of MenzShed Anytown shall be carried out within New Zealand and none of its funds shall be applied for purposes outside of New Zealand.

Pecuniary gain, individually or collectively, is not a purpose of MenzShed Anytown.

### **Notes**

#### 1 Men and women members

- No breach of Human Rights legislation occurs when a club restricts membership by age or gender. Read more [here](#).
- While the example Purpose above focuses on men, it does not exclude women or youth members. But some sheds are men only and others are for men over a specific age.
- If the shed wishes to have women members, consider how it will meet the MENZSHED NZ membership requirement where a shed is defined as *“a legally established organisation, either independent or under the umbrella of another legally established organisation, whose primary purpose is to provide an environment for men for their personal growth, well-being and understanding of their roles in family and community.”*

#### 2 The NZ activities and pecuniary gain clauses are important for Charities Services registration

### Quorums

Be wary of setting quorum requirements for general meetings at 50% of members. Chances are, you may not achieve that level of member attendance, and so business cannot be conducted. That could be critical if you wish to modify Rules. More information [here](#).

### Management Committee

Sets out the Officers (Chairman, Secretary, Treasurer) and any other members. Elsewhere in the Rules will be information about election and removal of committee members.

### Elections

The majority of organisations elect officers and trustees on an annual basis. Consider two or three year terms, since most elected folk serve 2-3 years or more anyway. That'll save a little work each year for the Secretary.

### Liquidation

To register with Charities Services, a clause is required stating that funds and assets will be passed to another charitable organisation

### Year end financial

Consider having annual accounts reviewed rather than audited. If an auditor was appointed then the person has to be a member of the Chartered Accountants Society and this means that a number of retired accountants/auditors would not be able to carry out the audit, preferably on a voluntary basis, because many professionals do not continue with the expensive professional membership fees after they retire.

An independent review of the financial records and affairs of the shed is a less formalised process but it gives independent confirmation that the finances and affairs of the organisation are in order.

More information at [Societies Office](#) [Lawyer](#) [Charities Services](#)

Consider a cessation of membership that along the lines of “the Committee may in its absolute discretion immediately terminate membership.”

Forming a committee (roles, responsibilities etc)

The Rules may contain basic information about the roles of specific officers. Consider having a separate document that contains more detail, like this from [MENZSHED NZ](#).

Holding the society or trust inaugural meeting

- Choose venue
- Invite prospective members
- Consider inviting the MENZSHED NZ Regional Rep
- Prepare agenda
- Call for nominations for specific roles and other committee members according to the Rules
- Deal with general business
- Schedule next meeting.

## **Joining MENZSHED NZ**

After formally establishing as an organisation, the shed may apply to join the national association. It's not compulsory, but check out the member [benefits](#).

To apply, complete this on-line [application](#).

In processing applications for membership, the executive of MENZSHED NZ will take into account:

- the recommendations of the regional representative,
- the intent of the applicant shed (aims, objectives, marketing and operation) and
- any other information as required to reach a decision.

The evaluation criteria is that;

- the applicant shed is a legally established or auspiced organisation,
- the sheds primary purpose is to provide an environment for men for their personal growth and wellbeing.



## **Charitable Status**

We suggest that your group endeavour to have a structure and rules that enables registration with **Charities Services** (CS). Some funding providers will not grant funds to organisations that are not registered. The advantages of CS registration should outweigh compliance matters (e.g. filing a Performance Report within six months of financial year end.)

As at July 2018, we are aware that 58 of 92 member sheds are registered with Charities Services.

When developing the Rules for the organisation, keep in mind the requirements under the Charities Act to qualify for registration as a Charitable Entity. There are four categories under the Charities Act for an Organisation to be registered as a Charity. The most appropriate category for a Shed is "Beneficial to the Community".

See guidance on applying for [charitable status](#) from Community Law.

Read more at Charities Services [here](#) and [here](#).

## **Financial**

Review the Community Resource kit [here](#)

### **Bank Accounts**

Shop around the banks for a suitable account - push hard for an account that pays interest and no fees.

Other considerations:

- use internet based banking services to avoid needing a cheque book
- have three signatories so that you can maintain financial activity
- ensure at least two signatories approve internet payments or sign cheques
- Encourage the Treasurer to copy statements to the committee as part of regular financial reporting.

### **Budgeting**

Consider preparing a budget to ensure you have sufficient funds to cover regular expenses.

Suggested items include:

#### **Expenses**

Rent  
Rates  
Electricity  
Telephone  
Insurance

#### **Income**

Member subs  
Grant applications  
Sales of shed manufactured products  
Sales of surplus and donated equipment

Coordinator contract  
Shed maintenance  
Tea, coffee, guest hospitality  
Small tools  
Large capital items (lathe, sawbench)  
Fasteners  
MENZSHED NZ sub 😊

## Membership Fees

**Auckland East** \$50 p.a.

**Dargaville** \$30 p.a. \$2 per visit for tea, coffee milk, sugar, biscuits.

**Hibiscus** \$75 joining fee, \$100 annual fee.

**Kapiti Shed** \$20 p.a. with a cold coin in the tin to cover tea, coffee milk, sugar each time a member comes to a shed session. With 20 to 30 chaps turning up each session, provides the Shed with quite a good income - much more than the costs.

**Tapawera** \$20 p.a. No donation for tea and coffee

**Waimea** \$40 p.a. No donation for tea and coffee

## How to make an income for the shed (to pay rent, power etc.)

- Expect members to pay a modest annual sub (but make it too high and you will lose prospective members)
- Picnic tables and outdoor furniture can be good earners
- Repairs to toys, furniture
- Support community events and expect a donation for manpower (e.g. car parking)
- Painting and maintenance of community facilities and expect a donation for manpower plus materials at cost.
- Some funding providers will make grants for operational costs, but do not become too reliant on these.

## Getting funding

Have a look at the Community Matters [website](#) for an overview and then [here](#) for well known funders.

Most libraries will have free access to the website [Generosity NZ](#) where you can search a database of NZ funders that may be willing to receive a grant application.

Many councils also offer funding for community organisations, check their website.

Tips:

- thoroughly read the application criteria - don't waste your or the funders time applying when you don't qualify
- discuss your proposal with a rep from the funding organisation - you will almost certainly get a tip or two about preparing a successful application

- formally move a motion to apply for a grant at a committee meeting
- if applicable, make sure your Charities Services profile is up-to-date
- provide all of the supporting documents at time of application - incomplete applications will be whittled out first
- send a thank-you letter or email whenever a grant is approved
- file whatever compliance information is required when the grant is spent.

## **Raffles**

An overview of the [regulations](#).

## **Year End Activity - Review or Audit?**

Your Rules will state what is required. The term **audit** implies something in excess of what is required for typical sheds.

Most sheds will get by with a **review** by an independent person with basic accounting skills. It is less formal than an audit, yet gives members and funders confidence in the shed's accounts.

More information at [Societies Office](#) [Lawyer](#) [Charities Services](#)

An example disclosure letter for financial reviewer [Disclosure letter](#)

If the shed is registered with Charities Services, a Performance Report will be required.

- Most sheds will come within the bottom level, Tier 4, for Charities that have annual operating payments of less than \$125,000. A simple cash accounting system can be used to record the transactions in and out of the bank account. Details [here](#).
- Tier 3 is for Charities that have operating expenses of between \$125,00 and \$2 million. They have to use an accrual accounting system. Details [here](#).

Getting sponsorship

## **Committee Meetings**

Your Rules will likely set the minimum requirements for committee meetings.

A useful resource for the conduct of meetings is this book [Members Meetings](#).

## **Tax**

When you have the organisation set up, you are recommended to register with Inland Revenue Department and get a [tax number](#).

Also review [this information](#) about applying for tax exempt status, which is easier if you are already registered with Charities Services - more [information here](#).

Charities registered by Charities Services are exempt from income tax and don't need to file an income tax return, regardless of their annual turnover. [Source here](#).

If you are asked to issue a receipt for a charitable donation, check [this information](#).

## **Email**

During the establishment phase of a shed, people tend to use their personal email account. Inevitably these accounts get used for registration with the Societies Office, Charities Services, the bank. As officers change, the address doesn't get updated and important communications get lost.

We recommend that sheds consider using a free corporate style email account. A very good option is Google which provides email – Gmail.

You could have addresses for each officer like this

chairman.xyz.shed@gmail.com

secretary.xyz.shed@gmail.com

treasurer.xyz.shed@gmail.com

... or just one account xyzshed@gmail.com and a shared password.

Each address can be shared with the others, so if one of the team is out of action, another person can access or reassign the account.

Google Gmail is by far the most popular choice of sheds with corporate addresses. Gmail also powers the MENZSHED NZ Executive email.

Google can also provide a shared drive (cloud storage) and popular applications Sheets and Docs (the equivalent to Excel and Word). It is a great way of storing your important documents – registrations, rules, minutes, financial reports, correspondence.

Ensure two or three other members are aware of the password. At least two sheds have lost control of their account through a sheddie going rogue.

Get started with Google [here](#).

Another option for sheds that have a website domain, is to use emails accounts associated with the domain, styled e.g. secretary@xyzshed.nz .

## **Google Apps**

Think Gmail, Docs and Sheets on steroids. More cloud storage, multiple email addresses, file sharing.

If your shed is registered with Charities Services, you become eligible for “[G Suite](#)” and other benefits. Here's how - two steps:

- First join with [Tech Soup](#). That's free for basic membership.

- After your shed has been accepted, then you apply for G Suite.

If your shed has a domain, you then link the domain to the Gmail addresses. As an example, MENZSHED NZ owns the domain “menzshed.nz”. Our Gmail addresses are then styled “secretary@menzshed.nz”; “treasurer@menzshed.nz” ....

Our member database in Google Sheets, policies and other corporate documents in Google Docs are easily shared amongst the executive.

## **Donations**

Equipment and materials:

An example from the Henley shed of how to manage donated resources. [Who owns it.](#)

Money:

Sheds having approved donee status from Inland Revenue (usually by being registered with Charities Services) may be asked to supply a receipt for a charitable donation from a sheddie or other donor. Specific information must be provided on the receipt - [see here](#).

See also these articles about donation rules, definitions.

Not for Profit [resource](#).

IRD definition

[Income tax and GST treatment of koha \(Donations, grants and ...](#)

<https://www.ird.govt.nz › np-donations>

---

The GST treatment on any payment depends on whether it's an unconditional gift or not. An unconditional gift is a voluntary payment to a non-profit body where the person making the payment doesn't receive any direct benefit from it in the form of goods or services.

## **Premises**

If you are looking for premises, consider all options...

- Sunday school halls [New Brighton](#)
- Church
- Scout hall [Tapawera](#)
- Railway station [Whangarei](#)

- Club rooms on council domains [Auckland Central](#).
- Hospital facility [City Wellington](#)
- Surplus council property [Invercargill](#)

A shed that took up an opportunity of a building on a family owned property found themselves homeless after the property was sold. And beware the owner offering a building with an ulterior motive - keeping the value of shed improvements, expecting other property maintenance etc.

Take care that if your building is on a council reserve, that you understand the lease agreement and the title to the building. If the shed opts to vacate, the council may insist on the type of organisation that the building may be sold too.

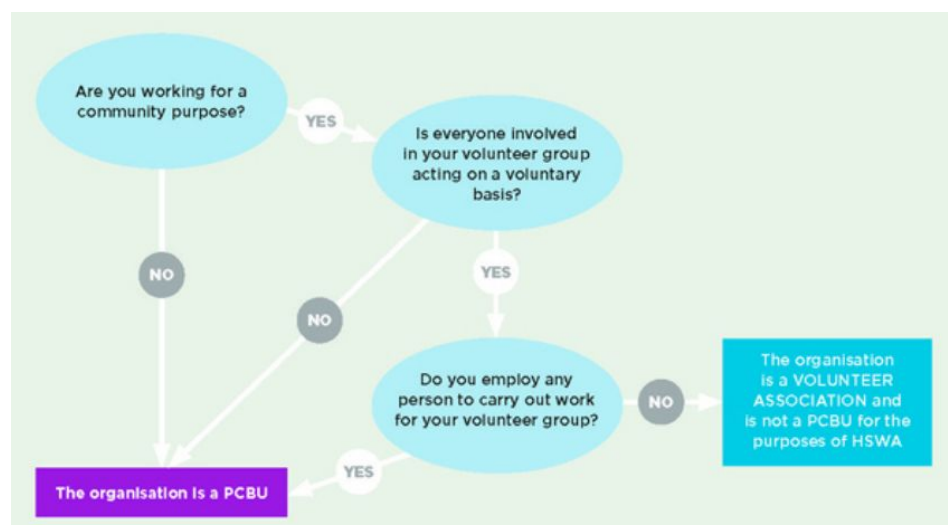
## **Safety in the shed**

### **Does the Health and Safety at Work Act 2015 (HSWA) apply?**

If your shed has no paid staff, the answer is - no. See advice [WorkSafe Citizens Advice Bureau Community Law Manual](#)

If your shed directly employs any staff, the answer is - yes.

See this decision matrix from the WorkSafe website



If your shed engages a person (e.g. a shed coordinator) on a contract basis, that person has the responsibility as a PCBU to comply with the HSWA.

### **Our shed is not a PCBU - what are the obligations?**

A guide for voluntary organisations is available for download [here](#) The guide is out of print, but it was supplied from Worksafe in July 2018. It is unknown if it will be updated, but it is a good read.

See also resources on the MENZSHED NZ website [safety section](#).

## **Our shed is a PCBU - what are the obligations?**

We recommend that your shed reviews all of the relevant guides at WorkSafe. [Start here](#). You may wish to take independent advice.

## **Our shed hosts groups - what are our obligations?**

Consider a relationship that a shed may have if it hosts visits of people with disabilities, e.g. with IDEA Services, a division of IHC. IDEA Services is a PCBU and have a responsibility to ensure that their people are safe at the shed.

If you have decided that your shed is a PCBU then you too have responsibilities within your Health and Safety Plan.

If your shed is not a PCBU, then you still have what is referred to as a “General Duty of Care” for your visitors.

## **Electrical Safety**

[Switchboard](#)

[Switches and cables](#)

[Electrical tools](#)

[Test and tag](#)

## **Machine safety**

### **Fire**

Sheds will require as a minimum, a Fire Evacuation Procedure. Depending on membership and activities, you may instead require an Approved Fire Evacuation Scheme.

To determine what your shed needs, [check here](#).

Fire Evacuation Procedure [example](#). You can download the example and modify to suit your shed.

Extinguishers

### **First Aid**

[Shed hours \(do you need a first aid trained person present etc\)](#)

## **Insurance**

### **Building**

Consider who owns the building and whether the men's shed is responsible for organising cover.

If the shed owns it, are you going to cover actual replacement value or a lesser sum and rely on fundraising for a rebuild.

### **Contents**

Are you going to insure all of your tools and equipment or fundraise for replacements if fire, vandalism or theft incidents happen.

### **Public Liability**

Think carefully about damage to property that sheddies might cause working outside or off-site. Or by causing illness or injury that is not covered by the Accident Compensation Commission.

### **Statutory Liability**

How might your shed handle the defence costs, fines and penalties as a result of unintentional breaches of New Zealand laws and local authority rules. Reparation may be ordered for breaches under the Health and Safety at Work Act (if applicable.)

### **New Builds**

It is essential to organise insurance before the build starts.

### **Rothbury Brokers**

The best option for member sheds is seek advice and a great price from our insurance scheme with Rothbury Brokers. Contact details [here](#)

## **Ongoing Publicity**

### **Website**

MENZSHED NZ hosts a [website](#) with a free listing for each men's shed in NZ.

Many sheds have their own website too. Some examples: [North Shore](#) [Henley](#) [Napier](#) [Kapiti](#)

If you are going to run your own site, it is critical that the password for maintaining the site is known by at least a couple of your officers. Keep the content up-to-date.



A website blog run in parallel with social media is a good idea because many sheddies aren't Facebookers.

## **Social Media**

Several sheds are using Facebook. Examples: [Tairawhiti](#) [Halswell](#) [Kerikeri](#)

Remember that you are creating a Page, not a Person. Get started [here](#)

Make sure that at least two sheddies are [Page Administrators](#).

Here's how to turn off the Facebook message system and replace it with a button to send to your shed's email. [Turn off messaging](#). [Add email](#).

Sheddies with a Facebook account are also welcome to join the MENZSHED NZ shed forum. Join [here](#).

## **Other Opportunities**

Sheddie apparel - caps are popular, and some sheds have shirts too. Examples [Henley](#) [Tapawera](#)

A banner for the shed gate or at shed events. Example [Teardrop style](#)

Prepare a flyer - examples [Tapawera](#) [North Shore](#) [Henley](#) [Auckland East](#) [Oxford](#) [Kapiti](#)

Visit local businesses and introduce yourself and the shed.

Get to know local radio stations/newspapers for public notices etc.

Get inside with your local council, church, school and police.

Publish a newsletter for members, supporters and sponsors. Contact [secretary@menzshed.nz](mailto:secretary@menzshed.nz) if you would like to receive newsletters from other sheds as examples and for ideas.

Offer to help at public events - e.g. manage car parking.

## Publicity Suggestions

Sheds should think about a vetting process for publicity, whether it be on the website, social media or newsletter.

- Do any pictures contain obvious H&S breaches? E.g. sheddies on scaffolding without safety rails, using machinery without personal protection gear. Sometimes things get forgotten in the haste to complete a task, but there's no need to publicise it.
- If you're thanking supporters or sheddies, has everyone been included?
- If children are included in pictures, is a guardian going to complain if they believe consent was required? Consider this guideline for NZ schools:

### Written permission

Written permission needs to be obtained from parents and from secondary students for any use of photos and other identifying information about students.

When devising a permission form for the use of student photos and/or videos, include any future planned or possible use the school may wish to make of the material (such as using it in publicity material and on the school website) as well as the immediate planned use, since obtaining permissions retrospectively can be very difficult.

Under the [Privacy Act 1993](#) the school should not release any material that contains personal information about students or employees, without permission from the student's parents or guardians and in the case of secondary students, the students as well.

For more information about privacy, including privacy principles and your rights, top tips for privacy, and how technology can affect your privacy, see the [website](#) of the Privacy Commissioner.

- Make sure your PR person has another committee member review the content before it is released.

## How to handle community projects

### Schools:

Sheddies may be asked to volunteer at schools or early learning centres, e.g. in woodwork classes to support teaching programme or students, other times a one-off to refurbish an item.

It is recommended to attend with a buddy.

Sheddies should expect the following to happen:

- a one-off visit - signed in at the school office, probably expected to wear a name-tag.
- regular visits - expect to undergo a police vet (criminal background check) and briefing/compliance with the school's Risk Analysis and Management System.
- and never ever must a sheddie be alone with a student in a classroom or other area of the school.

### Content required

More from Peter B

When the Charities Registrar registers the organisation as a Charitable Entity, the Registrar will also advise IRD of the organisation's charity and donee status if the "donations" box is also ticked in the Charity application form as having donations as part of the organisation's income stream. IRD should then send a letter to the organisation to

confirm the organisation's "**Donee organisation status**" which means that any donor can be issued with a tax receipt for a donation of \$5 or more for the donor to claim a tax rebate. Also a Donee organisation is exempt from the payment of tax on bank account interest and most bank accounts will also be exempt from fees.

IRD have some rules as to what has to be on a receipt for it to qualify for a Tax credit. The receipt has to clearly show the donors name, clearly state that it is for a donation, and has to clearly show the Donee organisation's name - either on the organisation's printed receipt forms or as I do by means of a stamp. What I have done for my organisations it get a self inking rubber stamp made which shows the Organisation's Name, the Tax Number, and the Registered Charity Number. The Wellington Rubber Stamp Co is good for this.

## **Persons with Disabilities**

This section is a work-in-progress.

Review the language. See this [guide](#) from Human Rights Commission. Persons or People? Answer [here](#).

## **Children**

This section is a work-in-progress.

The *United Nations Convention on the Rights of the Child* states in *Article 1*, that 'child' means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

Visit the [Child Matters](#) website for resources.

## **Smoking, Alcohol and Recreational Drugs**

### **International**

Here some links to global men's sheds organisations.

| Websites  | Social media (Facebook)   |
|---|---|
| <a href="#">International Men's Sheds Organisation</a>    |   |
| <a href="#">Australian Men's Sheds Association (AMSA)</a> | <a href="https://www.facebook.com/australianmensshedassociation/">https://www.facebook.com/australianmensshedassociation/</a> |
| <a href="#">Irish Men's Sheds Association</a>             | <a href="https://www.facebook.com/irishmensshedsassociation/">https://www.facebook.com/irishmensshedsassociation/</a>         |

|  |   |
|--|---|
| <a href="#">Mens Sheds Australia</a>             |   |
| <a href="#">UK Men's Sheds Association</a>       | <a href="https://www.facebook.com/UKMensSheds/">https://www.facebook.com/UKMensSheds/</a>                                   |
| <a href="#">Mens Sheds Cymru (Wales)</a>         | <a href="https://www.facebook.com/MensShedsCymru/">https://www.facebook.com/MensShedsCymru/</a>                             |
| <a href="#">Canadian Men's Sheds Association</a> |   |
| <a href="#">Scottish Men's Sheds Association</a> | <a href="https://www.facebook.com/ScottishMensShedsAssociation/">https://www.facebook.com/ScottishMensShedsAssociation/</a> |
| <a href="#">US Men's Sheds Association</a>       | <a href="https://www.facebook.com/usmenssheds/">https://www.facebook.com/usmenssheds/</a>                                   |
|  | <a href="#">Cayman Islands</a>  |

## **Appendix 1 Mind Map Data**

This bulleted list is used to generate the Mind Map. Add or remove items then import to MindMeister to regenerate the map. Login details held by the Secretary.

Available to view at <https://www.mindmeister.com/1168906510?t=3sCaY73nIV>

### **Establishing a Men's Shed**

- Getting Started
  - Public meeting
  - Visit other sheds
  - Regional Rep support
  - Build relationships
    - Community Groups
    - Church
    - Women's groups
    - Local Government rep
  - Advertising
    - Social media
    - Community newspapers
- Corporate
  - Form Organisation
    - Incorporated Society
    - Charitable Trust
    - Auspiced
  - Register with IRD
  - Establishment Committee
    - Chairman
    - Secretary
    - Treasurer
    - Other roles

- Charities Services registration
- Establish regular meeting procedures and routine
- Communications
  - Dedicated shed email account (e.g. Google Gmail)
  - MENZSHED NZ webpage listing
  - Own website
  - Social Media e.g. Facebook
- Financial
  - Choose bank
  - On-line transactions
  - Minimum three signatories
  - Audits vs Reviews (incorporate decision within Rules)
  - File annual reports (Societies office, Charities Services etc)
- Safety matters
  - Policy
  - Sheddie induction
  - Equipment checks
- Physical Shed
  - Rent vs Purchase
  - Equipment
    - Seek donations
    - Seek grants
- Insurance
  - Consider MENZSHED NZ group scheme
  - Always arrange cover before a new build or extensions