

## RETREAT MANAGER – A Technical Proposal



### Context:

Central to the ethos of our College is our "Retreat" program – a special part of our faith and mission that sees boys engage formally in deep reflection. At Terrace there are many retreat **programs** but focus of this project will be details around organisation of **Kairos** (our Year 12 optional retreat program) that is run 4 times a year.

### Details:

Students in this system register, nominate **which retreat** they are interested in attending, and a second choice if their first choice is not available, get parental permission and then follow through with this commitment. A retreat is a gathering between 2 dates, at our retreat facility at Lake Maroon in Boonah. The system needs to automate much of the management and record keeping that has traditionally been managed via spreadsheets, Google Forms and other paper and pencil forms.

This program management system is to be facilitated by a relational database and associated interface, live to web. There are many VIEWS (or "personas") for this system.

Participants are allocated levels – **student**, **mentor** or **admin**. Their view of the system changes with the access level granted. At registration, participants are allocated STUDENT status.

Students, at registration supply

- Snumber as username
- Password
- Pastoral information (including House, Year level, PC Group)

You will be supplied with a CSV file of Year 12 students details from TASS that includes snumber, full name, email address. You will use the student's email address as the test email to send a confirmation email to verify their account. Once confirmed you also have their real names to use in the personalised interface.

Once registered, students can choose what **retreats** they wish to attend. When they have chosen a preferred and a 2<sup>nd</sup> choice **retreat**, the system will then generate paperwork, allowing the student to print this and get it signed off by their Parent/Guardian. Parent permission is important for events involving students. The paperwork will conform to a supplied template.

Mentors also go through the registration process – they add a username rather than an sNumber.

Organisers organise events and proceedings at the retreat. They monitor student participation, mark rolls, annotate student experiences and have access to most of the student profile information (in read-only form) – as such, mentors will be Terrace staff or authorised Blue Card holders. Safety of students and their data is important.

Administrators manage user data including the addition of Mentors – when someone registers, their default LEVEL is student – Admins can change this. Additionally, they can see/change any aspect of the stored data.

### **Required reports:**

- Mentors need retreat **rolls** – this includes lists of parent-authorized student volunteers that can be marked present/absent on the day
- Mentors need lists of **parent contact details** for their retreat, so they can bulk-email reminders of the upcoming retreat, and also in an emergency, contact them/
- Mentors need **summaries** – including date, quota and current registration levels of participants (both students and organisers – to check quotas and ensure adequate adult supervision)
- Mentors need lists of students who **did attend**, separated into houses and PC Mentor groups, for inclusion in co-curricular reports at the end of each semester.
- Students need a **list of their commitments** that they can get authorised by their parents (they can use this list as a reminder of up-coming commitments also)

### **Boundaries and Limitations**

- The system will employ SECURITY of passwords – either hashing or encryption – personal data is personal so you must ensure only authorised personnel can see personal data
- Userproofing is important – filter ALL text input, ensure you handle/store only sanitised data