

FUNDRAISING POLICY

Updated by the Governing Council - June 2014

PHILOSOPHY

Fundraising at Ardtornish Primary School provides a means of obtaining valued resources or services for the benefit of the school community, particularly the students. It is recognized that the benefits of fundraising must be balanced with the impact on the school community in terms of the effort involved in organization and the financial burden on parents/carers.

DEPARTMENT OF EDUCATION & CHILD

DEVELOPMENT GUIDANCE: Fundraising is permitted under the Education Regulations. Specific guidelines which may be relevant include:

- 'Charitable collections in schools' (AIG)
- 'Lotteries, raffles and tipping competitions conducted in schools' (AIG); and
- 'Healthy Eating' guidelines for schools and Food Hygiene regulations

POLICY

Who may conduct fundraising?

Fundraising may be conducted by various groups within the school community. These include, but are not limited to: Fundraising and Community Events (FACE), Student Representative Council, sporting groups within the Sports portfolio, Playgroup, Ardtornish Children's Centre, Out of School Hours Care (OSHC) and classes.

Individuals are **not permitted** to fundraise within the school community, but may take suggestions to a relevant group.

Any requests for advertising or sponsorship must be made in writing to the Governing Council.

"Whole of School" Fundraising

Any fundraising that targets the whole school must have Governing Council approval in advance. "Whole of School" means the fundraising advertising goes out across our school, not just within an organizing group.

In giving its approval Governing Council will consider:

- The nature of the proposed event / activity
- The purpose for which the funds are to be used and the expected benefit for the school
- Financial and any other impacts/ obligations on students, parents /careers and school staff
- The number of other fundraising or school events and the timing
- The issue of equity across the school
- The commitment and capacity of the organising group to conduct the fundraiser effectively and where a charity is involved the charities purpose reputation and bona fides.

All approved fundraising activities are to be documented in Governing Council minutes.

Whilst every reasonable effort should be made to have all "whole of school" fundraisers approved in advance by Governing Council, if this is not feasible in given circumstances, approval may be given by agreement of the Principal and the FACE Coordinator, with the decision tabled at Governing Council.

Other Fundraising

Other fundraising must be endorsed by the relevant group responsible and conducted as agreed. The group must consult with the FACE Coordinator and complete the official fundraising approval form. After the fundraiser is completed, FACE should be advised of the net amount raised.

Fundraising and Community/Special Events (FACE)

The FACE group is responsible for overseeing fundraising at Ardtornish Primary School. FACE will:

- Inform the school community of the name and contact details of the FACE Coordinator and agreed arrangements should this person not be available.
- Provide a central point of reference for all fundraising. FACE's role is, through consultation with relevant groups, to help ensure an even spread of fundraising activities, avoid clashes and keep money being requested from our school community at a reasonable and affordable level.
- Provide advice about relevant legislation, policy and guidelines to fundraising organisers where appropriate. In particular, this relates to lotteries and raffles.
- Maintain an annual calendar of fundraising activities and other school events clearly showing the name of the organizing group, the nature of the fundraiser (eg. Quiz night, raffle etc.) and the date(s) it is to be conducted. The net amount raised from each fundraiser will also be recorded.
- Provide a pro-forma "Fundraising Activity form".
- Retain fundraising correspondence as a reference for any group wishing to access it.
- Be responsible for conducting major fundraising events each calendar year.

Student Representative Group (SRC)

The SRC agrees on which causes it wishes to support during each year. SRC may decide to conduct one "civvy" day per term for fundraising purposes.

Class Fundraising

Any class or classes wishing to conduct "whole of school" fundraisers will need Governing Council approval. Other fundraising may be conducted with approval from the Principal or Deputy Principal, after consultation with the FACE Coordinator.

Sporting Groups

Any fundraisers for sporting groups will be managed by the Sports portfolio as per the policy.

Playgroup, Ardtornish Children's Centre and Out of School Hours Care

The FACE Coordinator will liaise with the School Community Coordinator regarding planned fundraising by any of these groups and ensure these are recorded on the fundraising calendar.

Cash / Funds Collection and Management

When handling money, a group undertaking fundraising must ensure that:

- the finance officer is aware of any proposed Fundraising Activity and arrangements made regarding the secure storage of money well in advance of the activity/event;
- at least two adults are present at all times in a secure environment when cash is tallied at the conclusion of the School Fundraising Activity;
- appropriate record keeping, revenue and expenditure, including all proof of expense incurred with the Fundraising Activity, e.g. spread sheet;
- payments for goods and services related to an event should only be made from the School's account, not directly from the events cash receipts.
- all donations and payments to be received via the Finance Office on the day of the fundraising event, or as negotiated with the Finance Officer.

Use of Funds

How funds raised will be distributed and used must be stated on the official Fundraising Activity form submitted to FACE. Funds must be used in a way that is consistent with the group's role and purpose and communicated to the members.

Any minor or major fundraising activities should clearly state the purpose for which funds will be used, when seeking approval and the purpose should be advertised to the school community.

This information should be as specific as possible under the circumstances. After the fundraising activity, the exact amount of money raised and how it has/will

be spent should be reported at the next appropriate opportunity to the relevant group/meeting and FACE.

Ethical Behaviour

Those involved in fundraising activities/events for Ardtornish are expected to act honestly and ethically. It is appreciated that members of the school community may have a personal or vested interest in fundraising (for example, where their own business or children are specifically involved). Whilst this may be entirely appropriate, it is important that any personal interests are clearly stated so that open and informed decisions are made.

Approved by Governing Council June 2014