



# FUNDRAISING POLICY

## Rationale:

The Purpose, Charles Campbell College conducts fundraising activities to:

- ✓ improve the learning environment and support the school's programs and goals
- ✓ enhance stakeholders' sense of ownership of the school
- ✓ allow past, present and future members of the school community to express their appreciation of, and commitment to, the school in a practical way

## Scope

This policy applies to all fundraising activities conducted on behalf of Charles Campbell College.

For the purposes of this policy, 'fundraising' includes activities that encourage the giving of money or other resources to the school other than the Materials and Services charges, which are set annually by the School Council.

Department of Education and Children's Development (ECD) guidance:

- ✓ Charitable collections in schools - Administrative Instructions and Guidelines (AIG's)
- ✓ Lotteries, raffles and tipping competitions conducted in schools – AIG's
- ✓ Healthy Eating guidelines for schools and Food Hygiene regulations
- ✓ Site Financial Policy advice on GST requirements

Fundraising includes money-raising activities by such groups as Student Voice, Parent groups,

For the purposes of this policy, fundraising does not include

- ✓ managing transactions of a wholly commercial nature (canteen, Out of school hours care, facilities hire, ticket sales)
- ✓ activities where members of the school community, acting as individuals rather than on behalf of the school, raise funds on behalf of outside bodies (eg, by selling raffle tickets to one's peers to support a charity)

Examples of fundraising may include:

- ✓ fundraising by students for a specific purpose (eg, conducting a sausage sizzle or car wash to raise funds for refurbishing the Year 12 common room).

- ✓ fundraising by the Student Voice for a specific charity (eg, out of uniform day to support an overseas aid program)
- ✓ when a proposal is put to the School Council to share profits from a fund raising activity associated with a school function and this is accepted.
- ✓ fundraising by the Parent groups to purchase musical instruments or equipment
- ✓ fundraising by staff (eg, through a special drive) to support a team of students involved in a tour or competition
- ✓ fundraising by staff for charity(ies) such as the “Biggest Morning Tea”
- ✓ fundraising on behalf of School Council for major projects

### **Policy principles**

Fundraising should always be for a specific purpose that is clear and understandable to those who are being asked to make a donation.

School Council must give prior approval before the school enters into any agreement with an external company or individual to provide paid fundraising services to the school.

The school recognises that it has responsibility for all monies collected in its name, and therefore, must be able to produce documentation suitable for audit. To meet financial auditing requirements:

- ✓ Any proposal to raise funds on behalf of the school is to be minuted before the fundraising event by the appropriate committee or group, or, if appropriate, by Council itself
- ✓ Any person or group proposing to conduct a fundraising event should outline the project beforehand to the Business Manager so that a process of accountability, including money collection and receipting, can be agreed on
- ✓ As soon as possible following the fundraising event, the amount raised is to be minuted and brought formally to the attention of School Council
- ✓ All income and expenses associated with fundraising must be accompanied by the documentation agreed beforehand with the Business Manager

The school will operate at least one tax deductible fund, e.g. Building Fund, Library Fund.

All fundraising projects must be approved by both the Finance Advisory Committee and the Principal.

The timing and location of fundraising activities should be managed to ensure that one project does not detract from another or the school’s commercial activities.

All fundraising activities should support the Department of Education and Child Development’s Healthy Eating policy and school policies that support student wellbeing.

Membership of the Fundraising Committee is open to anyone nominated by School Council, and may include:

- ✓ members of groups actively involved in school-related fundraising
- ✓ members of the general community

### **Responsibilities**

#### **School Council**

School Council is responsible for articulating the short-term and long-term goals that fundraising activities support.

### **Principal**

The Principal is responsible for:

- ✓ Ensuring that all processes are followed.
- ✓ Has delegated authority to approve fundraising activities

### **Business Manager**

The Business Manager is responsible for:

- ✓ advising those wishing to conduct fundraising projects of the accountability requirements
- ✓ accounting for all monies raised in a manner that will meet the school's auditing requirements
- ✓ maintaining on behalf of the Fundraising Committee a running record that shows when fundraising activities have occurred and how much money has been raised by each activity

### **Finance Advisory Committee**

The Finance Advisory Committee is responsible for:

- ✓ advising School Council on all matters relating to fundraising
- ✓ communicating with other groups in the school interested in fundraising
- ✓ generating fundraising ideas
- ✓ monitoring the timeliness of proposed fundraising activities
- ✓ overseeing special fundraising projects
- ✓ Requesting tax status approval from the School Council annually and ensuring compliance by monitoring the number and type of each fundraising activity over the year

### **Any person or group proposing to conduct a fundraising event**

Any person or group proposing to conduct a fundraising event is responsible for:

- ✓ ensuring that their intention to raise funds is minuted, either in the minutes of their own group and in the minutes of the School Council
- ✓ discussing accountability requirements beforehand with the Business Manager, using the application form
- ✓ documenting all receipts and expenses as agreed with the Business Manager.