



POLICY: Rangitikei College Board of Trustees

Fundraising policy

Rationale

Raising funds locally, over and above Ministry of Education operational funding, is necessary to support school programmes and activities in order to meet community expectations and needs, and to ensure equitable access to opportunities for all students.

To meet external audit requirements, and to ensure the standing of the school in the community is not compromised, these activities need to be coordinated effectively.

Guidelines

1. Funding to external trusts or other sources of grants, including accountability requirements, will be managed by the Finance Administrator. Each application is to be approved and formally endorsed by the school Principal.
2. Fundraising proposals initiated by students, staff and school related groups (including sports teams, Friends of School, but not including the Rangitikei College Trust which is recognised as an independent entity) under the school's name must be submitted to the Principal (or her/his delegate) in written form for approval before making the application for funding or commencing the fundraising activity.
3. The Principal will take into account the following criteria before approving any fundraising activity or funding application:
 - a. the purpose of the activity and its relationship to the vision and values of the college
 - b. avoiding compromising relationships with the school community, sponsors, school suppliers and/or any current approved or pending fundraising activities,
 - c. associating with companies/retailers/outlets linked with products or services which could be considered objectionable or unsuitable for a school.
 - d. promoting equitable access to school opportunities.
 - e. avoiding overly distracting students or staff from normal school activities.
 - f. ensuring that the acknowledgment of sponsors (eg. logos on equipment etc) is appropriate.
 - g. the appropriateness of seeking Board of Trustees approval for major events (such as school galas etc).

4. To maintain financial integrity all monies collected must be banked and accounted for in the school banking system, and overseen by the Finance and Property Administrator. Operating private bank accounts for school related activities is not permitted.
5. All fundraising must be used for the purposes stated in the original application. If this is not possible or realistic after funds have been secured, the Principal will determine appropriate use of the funds.
6. It is expected that any fundraising for material goods (eg. equipment, uniforms etc) will result in those goods remaining as the property of the school.
7. All legal requirements (eg. for raffles) must be adhered to.


Definition

For the purpose of this policy, fundraising is defined to be any activity by which people or organisations are encouraged to make a cash payment or donation to the school community. This may include the school community providing a service or goods. Fundraising does not include subject fees, school contributions, levies or the normal charges made for goods and services provided by the school.

It includes:

- Donations - where no service or prize is returned to the giver (e.g. collections, mufti days, donation boxes etc)
- Chance - involving many donors, with a small number receiving a prize as an incentive to donate. (e.g. Raffles)
- Sponsorship - financial benefit to the school in return for providing the sponsor with advertising, publicity or market access.
- Services - providing goods or services in exchange for payment, less expenses (e.g. car cleaning, catering, food stalls, movie shows, etc.)
- Functions – such as major projects. (e.g. Fairs, quiz nights, etc.)

Chairperson:



Date: 30.6.20

Next review date: August 2023

ASSOCIATED PROCEDURES:

- Procedure for applying to undertake a fundraising activity for a school purpose (TBA)

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)