

Fundraising Policy

Purpose:

There is a long tradition of fundraising in New Zealand schools to allow additional activities to occur within schools. These activities are approved by the College but have never been directly funded by the operations grant. Extra-curricular energies of staff, students and caregivers may be harnessed to acquire the resourcing necessary for the activity to proceed. All such fundraising must follow a Board-approved process.

Policy:

All fundraising activities for specific College related activities are required to be compatible with the goals and outcomes of the Strategic Plan. Additional objectives are:

1. To guarantee that all fund-raising is within the law and meets the guidelines and policies of the Board of Trustees.
2. To ensure that fundraising activities do not bring the College into disrepute.
3. To ensure that fund-raising activities have no significant impact on the formal education programmes without the specific approval of the Board of Trustees.
4. Fundraising sources should be aligned to the Hagley Community College values. Funding sources from gaming, alcohol and tobacco charities will not be approved.

Guidelines:

1. All fundraising proposals should be referred to the Director of Finance for approval at the Board Finance Committee.
2. The purpose of the fundraising must be clearly identified and agreed upon by those concerned.
3. Incentives to participate must be reliable, manageable and within the law.
4. The managers of the fund-raising activity are required to ensure that:
 - all personnel involved in the management of the activity have had their credibility confirmed
 - carry out adequate informative publicity

- standard College accounting and cash handling procedures are followed including all monies deposited into Hagley Community College bank account.
- adequate security precautions are taken to protect participants
- caregivers are fully informed of the nature of student's involvement
- the managers of the event have the appropriate approval
- participation in the fundraising activity must not be obligatory
- fundraising events must not be detrimental to other such events
- within the College, the Board Finance Committee must approve the timing of the event
- If the activity is cancelled individual monies will be refunded less costs incurred, but no outstanding College fees to be taken from these monies.
- Student withdrawal from the activity: student would receive a refund, specific to each individual case.
- If activity cancelled, any fundraising money will be held with the College for a future similar purpose.
- Fundraising monies are for the overall activity, not for individual students.
- all outside organisations and individuals receiving co-benefit from activities are appropriate partners for the College. Names and credentials must be approved by the Board Finance Committee prior to the event.

Related Documents

Hagley College Financial Management Policy

Attachment. Fundraising – Car Parking

Ministry of Primary Industries – Fundraising publication re Food Act 2016

Approved by: Sara Gordon

Designation: BOT Chair person

Date approved: 3 July 2018

Review date: 2 years