

**ST BEDE'S CATHOLIC COLLEGE
FUNDRAISING POLICY**



APPLICABLE TO	Staff, students and parents
DOCUMENT OWNER	Principal
APPROVAL DATE	12 December 2018
APPROVED BY	Principal
SCHOOL ACTIONS	School Policy – Staff and parents are to ensure practices are consistent with this policy.
LAST REVIEW DATE/S	Not Applicable
NEXT REVIEW DATE	30 November 2019 and thereafter every 3 years or as the need arises
RELATED DOCUMENTS	Charitable Fundraising Act NSW (1991) Charitable Fundraising Regulation NSW (2008) Lotteries and Art Unions Act NSW (1901) Lotteries and Art Unions Regulation NSW (2014) Privacy and Personal Information Protection Act NSW (1998) St Bede's Catholic College Child Protection Policy CSO Privacy Policy Other useful documents include: Guide to Fundraising – NSW Community Organisations (2013) – Justice Connect Not-for-Profit Law Regulatory Impact Statement – Charitable Fundraising Regulation 2015 – NSW Fair Trading

Rationale

St Bede's Catholic College fundraises to provide valuable resources for the school and/or to raise funds for outside bodies and groups. It is recognised that the benefits of fundraising must be balanced with the impact on the school community in terms of the effort involved in organisation and the financial burden on parents/carers.

As Catholic schools are part of the mission of the Church, it is appropriate that they engage in social action and social justice activities which are both educative and practical in outcomes. Such activities should occur within the structures, ethos and teachings of the Catholic Church.

Aim

The aim of this policy is to provide a framework for ethical and effective fundraising to occur at St Bede's Catholic College, Chisholm.

IMPLEMENTATION

There are two fundraising activities that will occur each year which will not require the approval of the Mission Team. These are:

- Term 1 - "Project Compassion" run by Caritas.
- Term 2 – St Vincent de Paul's "Winter Appeal"
- Term 3 – St Vincent de Paul's "Seafarers Mission"
- Term 4 – Catholic Mission during "October Mission Month"
St Vincent de Paul's "Christmas Hamper Appeal"

Any other fundraising must have the approval of the Mission Team.

The Mission Team will consider each application regarding:

- The nature of the proposed activity/event
- The purpose for which the funds are to be used and expected benefit for the school
- Financial and any other impacts/obligations on students, parents/carers and school staff
- The number of other fundraising or school events and their 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 charity's purpose and reputation.
- The Team will also consider parent fundraising initiatives.

Additional Fund Raising

From time to time Caritas or St Vincent de Paul may raise funds for natural disasters or local community grief may arise. Approval to hold such fundraisers can be sought from the Mission Team.

Procedures

The following procedures and guidelines may be varied or relaxed by the Principal or Mission Team in response to particular fundraising needs.

- All fundraising groups will need to have a staff member or staff member and parent/ carer who will be responsible for the activities of the fundraising group and in particular will:
 - Liaise closely with the Ministry Coordinator.

- Ensure that minutes for all meetings are kept and submitted to the Ministry Coordinator no later than seven days after the meeting.
- Ensure accurate records for account keeping are maintained and that two people are in charge of the money at all times until it has been counted and banked.
- Ensure that all monies collected are paid into the school account or provided to the school Finance Officer by the next working day and are not held by parents or other groups.
- Fundraising activities must reflect the ethos of St Bede's Catholic College.
- Fundraising activities must have a reasonable expectation of being profitable.
- Fundraising proposals should be submitted at least a term in advance.

Approval of School Fundraising Activities

Those wishing to hold a fundraising activity need to complete an approval to hold a fundraising activity form (page 4).

The completed approval form is to be submitted to the Ministry Coordinator for consideration by the Ministry Team.

Applicants will then be informed of the outcome of their application.

Transparency

Fundraising activities should be clear in its intent and reporting back to the target audience the amount raised and how the funds will be spent.

Ethical Behaviour

Fundraising activities must be honest and ethical, with any conflict of interest declared.

Approval to Hold a Fundraising Activity form

CRITERIA	YOUR APPLICATION
Type of activity	
Target amount to be raised (net amount after costs are paid)	
What will the funds be used for and who will benefit?	
Time period for fundraising activity?	Start Date: Finish Date:
Location of activity? (on or off campus)	
Name(s) of adult person(s) responsible for coordinating this activity?	
Expected costing of the fundraising activity?	Costs: Income:
Method of publicity/advice to community/students/families?	
Person who will keep and be responsible for accurate records of accounts/costs/income?	
Names of two people who will be in charge of the money at all times until it is banked or handed to the Finance Office?	
I have sighted the application: _____ (Ministry Coordinator) _____ (Date)	
Comments (if necessary):	

Result of Application:

Approved

Conditions that apply: _____

Declined – Reason: _____

Signed: _____ (Principal)

Date: _____

School Calendar checked to ensure no clashes