ST ALBERT’S CATHOLIC SCHOOL

FUNDRAISING POLICY

Philosophy

St Albert’s Catholic School fundraises in order to provide valuable resources for the school or 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.

“Whole of School” Fundraising

Any fundraising that targets the whole school must have School Board approval in advance. “Whole of school” means the fundraising advertising goes out across the school, not just within an organising group. This definition applies whether the funds are used for the whole school, charities or a group within the school.

The School Board will have regard to:

- 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(ies)’ purpose, reputation and bona-fides.

All approved fundraising activities are to be documented in School Board Minutes.

Who may conduct fundraising?

Fundraising may be conducted by various groups within the school community. These include, but are not limited to: Parents and Friends Association (P & F), Student Representative Council, Playgroup, St Albert’s Church, Minnie Vinnies, and Year 7 Canberra trip.

Individuals are not permitted to fundraise within the school community, but may take suggestions to a relevant group.
Parents and Friends
It is expected that the Parents and Friends Association would hold no more than one fundraiser per term as follows: (May change from year to year)
   TERM 1: Sports Day
   TERM 2: Quiz Night
   TERM 3: Auction with a Difference
   TERM 4: Christmas Raffle/ Loxton Lights Up

Student Representative Group (SRC)
The SRC agrees on which charity(ies) it wishes to support during each year. SRC may decide to conduct up to two “casual” days per year for fundraising purposes.

Year 7 Canberra trip
The year 7 group are able to fundraise towards their trip each year. A meeting of all year 7 parents takes place at the start of each year, and adheres to the guidelines below.
   ✷ Year 7’s have the option to recycle the school’s drink containers
   ✷ Fundraisers are not to impact on other school fundraisers and are to be all held outside of the school.
   ✷ A committee of parents is formed with the Year 7 Canberra staff member present at all meetings for support and advice.
   ✷ This fundraising is optional for the families of year 7 student’s.
   ✷ A fundraising plan is set at the start of the year and approved by the Principal.

Playgroup
The Playgroup Co-ordinator will liaise with the Principal regarding planned fundraising by this group and ensure these are recorded on the fundraising calendar.

This fundraising is independent of the school and is to have no impact on the members of the school community that do not have children attending Little Albee’s.

St Albert’s Parish
Fundraising by St Albert’s Parish is independent of the school. Those families that are members of St Albert’s Parish (eg those children who have made their sacraments) will receive raffle tickets to sell.

Minnie Vinnies
It is expected that the Minnie Vinnies would hold no more than one fundraiser per term as follows: (May change year to year)
   TERM 1: Project Compassion
   TERM 2: Winter Appeal
   TERM 3: Food day
   TERM 4: Christmas Hamper

From time to time natural disasters or local community grief may arise that the Minnie Vinnies wish to fundraise towards. Approval to hold such fundraisers can be sought from the Principal.
From time to time, children will be selected to represent South Australia at a national level either through sport, drama, writing, music etc. If a child has gained representation through school involvement, every endeavor will be made to fundraise and assist these families financially. The school board will have $500 set aside each year to assist these families. The maximum a family will be given is $300.

**Fundraising for Charities**

St Albert’s Catholic School supports Caritas Australia (Project Compassion in particular), Catholic Mission (Children’s Mission Day in particular) and the St Vincent de Paul Society. These agencies support different aspects of the church’s mission and they time their appeals so as not to conflict with each other during the school calendar.

**Fundraising – Group Procedures/Guidelines**

- 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 School Principal
  - Ensure that minutes for all meetings are kept and submitted to the School Principal as soon as possible after the meeting but no later than (7) seven days after the meeting
  - Ensure accurate records for account keeping are maintained and that two persons 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 or P&F account by the next working day and are not held by parents or other groups.
- Fundraising activities shall not be in direct competition to the School Canteen
- Fundraising activities shall not be in direct competition with other P&F fundraising activities
- Fundraising activities must reflect the ethos of St Albert’s School
- Fundraising activities must be profitable
- Fundraising activities shall have an educational value, and funds raised are to be used for educational purposes.
- The number of times that any group can fund raise will be determined during the consideration/discussion of their initial application and as a condition of approval in order to be fair to the whole school community
- Income from fundraising activities by St Albert’s students, parents/carers that are endorsed by the P&F and require cover from the P&F raffle permit, food permit and/or public liability insurance must be paid into the P&F account
- Fundraising activities need to be mindful of any potential impact on local small business
- All correspondence to do with fundraising must be co-signed by the principal to ensure they are satisfactory and follow procedure.

**Approval of School Fundraising Activities**

Groups wishing to hold a fundraising event need to complete an approval to hold a fundraising form. Such fundraising applications will clearly provide the following information:

- Purpose of the fundraising activity
- Type of fundraising activity
- Target amount to be raised
- Time period for the fundraising activity (start and finish dates)
• Location of fundraising activity (on or off campus)
• Name of adult person who will supervise/coordinate the fundraising activity
• Names of the people involved in the fundraising committee
• Expected cost of and income from the fundraising activity
• Method(s) of publicity
• Administration details for the fundraising activity
• Other approvals including approval by the School Principal for the use of any school equipment or resources on campus or off campus; any comment by the school principal; any necessary permits and insurance required.

Accountability for Funds
Any group undertaking fundraising must ensure the accountability of funds collected. What this involves in practice will depend on the nature of the fundraiser and the amount of money involved. It may include: provision of receipts, two people receiving/counting money together, prompt banking; appropriate record keeping and the reporting of financial outcomes, including any expenses incurred in the fundraising. If monies are to be received via the front office, this must be negotiated in advance with the Finance Officer.

Use of Funds
The decision on how funds raised should be spent, is the responsibility of the group organising the fundraiser. Funds must be used in a way that is consistent with the group’s role and purpose. Any minor or major fundraising activities should be clear in stating the purpose for which funds will be used, at the time of seeking approval for the activity and in any advertising 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.

The P&F will allocate any remaining funds (after distribution of $15,000 to School Board) at the end of the current school year. These funds will be allocated after submissions from staff and members of the P&F have been received and prioritised.

Ethical Behaviour
Those involved in fundraising activities/events for St Albert’s 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.

Law, Policy and Guidelines
All St Albert’s fundraising is expected to comply with relevant law and with this Policy. Specific information with regard to the conduct of lotteries or raffles can be obtained from the Lotteries Commission SA.

Signed:

Chairperson School Board: Sean Drake ............................
Principal:    Jason Mittiga .................................

Date: August 2013  Review Date: August 2016
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<td>Time period for fundraising activity?</td>
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<td>Location of fundraising activity? (on or off campus)</td>
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<td>Name of person/persons to be responsible for coordinating the event.</td>
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<td>Expected costing of, the fundraising activity.</td>
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<td>Person who will keep, and be responsible for, accurate records of accounts/income/expenditure.</td>
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<td>Name of two people who will be in charge of the money at all times until it is banked and will be responsible to bank income within 24 hours of receipt.</td>
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| I have sighted application. Signature.................................. Principal ......../
| Comment/s?                                                              |                  |

☐ Approved - subject to:

☐ Declined – reason/s.............................................................................................................

Signed..............................................Chairperson School Board.................Date

☐ Diary checked/clear for inclusion/diary noted.  ☐ Copy of application provided to P & F.