



## Definition:

Fundraising refers to school-based activities whose purpose is to raise funds and are initiated and conducted by school staff or sanctioned student groups, under the approval of the College Principal and supervision of the Head of Campus.

## Rationale:

Sacred Heart College recognises fundraising as a legitimate activity, undertaken at the College and based on the values inherent in the College’s vision statement. Fundraising is undertaken to assist an individual or group for a good cause.

## Aims:

- To assist individuals or groups with financial support for sanctioned programs especially Catholic and Marist Projects.
- To contribute to the school’s ability to provide a diverse range of quality programs.
- To engender action founded on a social conscience emanating from the Gospels.

## Implementation:

- All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All fundraising shall:
  - i. Operate under the approval and supervision of the Head of Campus.
  - ii. Adhere with Legal requirements.
  - iii. Be accounted for in accordance with procedures established by the Finance Office.
  - iv. Consider poverty- sensitive principles and the capacity of the community to support any given initiative.
  - v. Operate with respect for the preservation of instructional time.
  - vi. Operate on a voluntary basis for students and families.
  - vii. Operate with consideration for the safety and security of students.
- Funds raised should complement and not replace public funding for education.
- Fundraising shall not be conducted for providing instruction, basic education items, or any items required for course completion.
- Students shall not be excluded for an event or program based on lack of involvement in fundraising initiatives.
- Fundraising objectives shall be developed in advance of the fundraising activity.
- Fundraising activities shall not require students to listen to or read commercial advertisements.
- Comply with nominated non-profit sub-entities (NPSE) for GST purposes.

Policy Name	Fundraising Policy
Ratified by Executive and College Council	March 2016
Policy due for review	March 2019

**Supporting Document:** Traditional Fundraising Activities and Procedure (Appendix 1)

### TRADITIONAL FUNDRAISING ACTIVITIES

#### Catholic School Community

- Project Compassion
- Catholic Charities – Hutt St Centre, Ottaway Centre, Caritas, Catherine’s House and St Vincent De Paul

#### Community Project

- Social Justice Groups
- Fred’s Van Can Drive
- Winter Sleep-Out

#### School-Based Fundraising

- Student Fundraising (e.g. Year 11 leaders)
- Music Fundraising

#### Charity or Charitable Agency

- Salvation Army
- Cystic Fibrosis
- Leukemia
- Canteen

#### Marist Project

- Mission Immersion Experience: India/Sri Lanka/Philippines/Fiji
- Marist Solidarity Australia

### PROCEDURE

1. Submit to Head of Campus for Fundraising Event approval indicating the following: Nature of the Activity, Proposed Date and any other information pertaining to the activity.
2. If advertising with posters etc., these must be removed as part of the clean up at the conclusion of the activity.
3. If activity involves the sale of food (e.g. sausage sizzle) canteen must be informed at least two (2) days prior.
4. Profits to be paid into an appropriate clearing account, which is the general fundraising account for your area. Obtain a receipt from the Finance Officer which you will need to reclaim from the general account for payment to charity/organization.