

KAIKORAI VALLEY COLLEGE



FUNDRAISING AND SPONSORSHIP PROCEDURE

OBJECTIVES

1. To enable and/or support activities within the school which may otherwise be beyond the capacity of groups or individuals to fund.
2. To ensure good relationships between the school and its community.
3. To protect friends and suppliers of the school from unreasonable expectations in their support of the school.

GUIDELINES

1. All proposals for significant fundraising ventures (e.g. more than \$200), sponsorship, or selling in the name of the school must be referred in writing, using the attached application form, to the Principal/Board Finance Committee before fundraising is commenced or potential sponsors or purchasers approached.
2. The Principal/Finance Committee through the Executive Officer will maintain a record of various applications for support or sponsorship and their outcomes, with particular reference to regular suppliers of goods or services to the school.
3. Staff, students and parents are made aware of the school protocols for making personal approaches to individuals or organisations for support.
4. The Parents' Group also applies to the Finance Committee in the same manner.
5. All funds raised in the name of the school must be paid into the school accounts through the Executive Officer. Such money is not held informally or in accounts outside the school.
6. Money raised in the name of the school belongs to the school, not the individual or group that raised the funds. If an event for which funds have been raised does not proceed, where possible and appropriate, donors will be consulted and the Board of Trustees will take responsibility for the dispersal of the funds.
7. Significant donations or sponsorships are receipted and acknowledged promptly.
8. Young Enterprise or other student business proposals are presented to the Finance Committee in writing for approval. If approved, the Committee states the conditions under which the proposal may proceed. It is customary for 10% of the net profit from any such project to be returned to the school for the use of the student council.
9. Student fundraising mufti days are not generally held more than twice in a school term. Proposals are made to the Student Council which puts requests in writing to the Principal. The expectation is that proceeds will benefit in-school projects and out-of-school charities equally. These fundraisers are not required to be brought to the Committee.
10. Approaches to all businesses for prizes, advertising, sponsorship or donations must have the prior approval of the Finance Committee to avoid over solicitation and loss of goodwill. The one exception to this is the school magazine. All approaches to businesses will be clearly recorded through the Executive Officer.
11. Any pro-rata systems of fundraising for activities must be clearly defined and approved by the Finance Committee before fundraising begins. No individual receives a refund for any surplus from such a fundraising scheme. Monies may be carried over from one year to another but again these must be used for the designated purpose.
12. Professional fundraisers must only be contracted on a "fee for service basis".

| | |
|---|-------------------|
| Date of discussion by Policy Group | 13 August 2008 |
| Date of Confirmation by the Board of Trustees | 13 August 2008 |
| Reviewed | 13 August 2008 |
| Reviewed | 28 September 2011 |
| Reviewed | 08 August 2012 |
| Reviewed | 17 July 2021 |
| Reviewed | 03-06-2022 |
| Next Review | 03-06-2025 |

FUNDRAISING PROJECT DETAILS

| | |
|---|--|
| Who is making the application? | |
| Purpose of Project | |
| Benefit Group (<i>which students will benefit from project</i>) | |
| Method of Raising Funds | |
| Target Group (<i>who will provide the funds – community, agency, club?</i>) | |
| Expected Budget (<i>Unit/Total Costs – Income</i>) | |
| Signed: | |
| Date: | |
| Approved by (Print Name): | |
| Signed: | |