

Fundraising Policy

Purpose

There is a long tradition of fundraising in New Zealand schools to allow additional activities to occur. 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 these activities 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 Hagley's Charter and Annual 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. Applications may be made for funding from the NZ Lotteries Commission which is deemed to be an acceptable funding source, as the Commission's vision and purpose are regarded as in keeping with Hagley's values.

Guidelines

1. All fundraising proposals should be referred to the Director of Finance for approval by the Board Finance Committee, then by the Board of Trustees.
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
 - they carry out adequate informative publicity
 - standard College accounting and cash handling procedures are followed, including all monies received are deposited into a Hagley Community College bank account
 - adequate security precautions are taken to protect participants
 - caregivers are fully informed of the nature of student involvement
 - the managers of the event have the appropriate approvals
 - student participation in the fundraising activity must not be obligatory

- a fundraising event must not be detrimental to other school events and the timing of the event must have prior approval
- if the activity for which funds are being raised is cancelled, individual monies paid by students and their families will be refunded less costs incurred. No outstanding College fees are to be taken from these monies.
- student withdrawal from the activity: the student receives a refund of any funds already paid by the student and their family less costs incurred, specific to each individual case.
- if activity cancelled, any monies raised by fundraising will be held with the College for a future similar purpose.
- fundraising monies raised are to benefit all students engaged in the overall activity, not for individual students.
- all outside organisations and individuals receiving co-benefit from activities are to be appropriate partners for the College. Names and credentials must be approved by the Board Finance Committee and Board of Trustees 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: Sever H Gordon

Designation: BOT Chairperson

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