

Procedure: Fundraising within the School**Guidelines**

The following procedures apply to all fundraising activities which are conducted within the school for charity organisations, school trips/activities pre-approved by the college.

- Fundraising via multi-days will be approved by the Deputy Principal - Student Services and will be solely for the raising of funds for recognised charity organisations and not other group/team fundraisers.
- Other fundraising activities for charitable purposes will need the approval of the Development Manager.
- For all fundraising for charity organisations, the money raised will be presented by nominated representatives of the college to the identified charity organisations.
- All other planned fundraising activities require the approval of the Development Manager. If required, the Development Manager will provide a 'Letter of Confirmation' to the person-in-charge of the fundraising event, detailing that the named person and group do have the college's permission to raise support for a specific sports team, arts and cultural group or any other activity by a group representing Glendowie College. This is when support from businesses or organisations outside of school is sought.
- Fundraising within the school is to be restricted to the raising of funds that will assist a team/group attending a school approved event. For example, the raising of funds for accommodation, transport costs etc.
- It is important that the details of the fundraising event are clearly communicated to all team/group members well before the actual day(s) of the fundraising activity. This is to ensure all members of the team/group have adequate time to organise their time to participate in the fundraiser.
- For fundraising that is organised for out-of-school hours the person-in-charge is required to notify the parents of the students in the team/group that non-participation of their son/daughter in the fundraising activity will mean that their son/daughter's school account will NOT be credited with a share of the funds raised from that particular fundraising activity. This needs to be communicated to parents by letter or email when notification of the fundraising event is first sent to students and parents.
- The money raised will be taken to the college's account receivable office in the immediate days after the fundraising event. Where applicable, as in the case of fundraising out-of-school hours, the names of the students that contributed to the fundraising event are listed to enable the college to credit the students' school accounts.

APPROVED BY THE PRINCIPAL

20 June 2014 Date

Principal *L. J. Moore*