

CHRISTCHURCH RUDOLF STEINER SCHOOL

PROCEDURE

NAG 4 - Policy on **Resources/Finance**

1.7 Procedure: Fundraising

To ensure that all school fundraising is carried out in a planned manner and complies with School's aims and objectives. All fundraising carried out in the name of the school and in respect of any operating needs of the school falls under the legal ownership of the Board of Trustees.

GUIDELINES

- All fundraising activities in the school name need to be approved by the College Principal Group who will take into account the Special Character of the school in determining whether a fundraising event / activity should have approval or not.
- The Community Association will oversee school wide fundraising and will be guided by the recommendation of the Funding Priority Group: The Funding Priority Group will consist of members of the Community Association and the College Principal Group.

The College Principal Group may prioritise fundraising events for each year and publish them through the newsletter.

- A fundraising calendar for "in school" fundraising will be administered by the office on behalf of the College Principal Group. Where relevant the College may agree to adding goals as circumstances change within the financial year
- Clear procedures will be publicised regularly to the school community for all fundraising activities.
- Fundraising carried out in the name of the school must comply with all legal requirements and the College Principal Group will keep the community regularly informed of any relevant legislation or by-laws.
- All activities must compliment the school café business rather than be in competition with it.
- All fundraisers will be asked whether fair trade, organic, low waste, low energy criteria apply.

Any member of staff, pupil, parent or class group who wish to fundraise in the name of the school will comply with the following procedures:

- Write to the College Principal Group with a simple written draft of their plan. with date and nature of the event, intended fundraising target as per College Principal Group fundraising plan for the year (if applicable, The College Principal Group or agent will give written approval or otherwise.
- Where any prior costs to the school may be incurred a full written budget with clear details of projected income and expenditure will be required.
- The fundraiser will have checked with their appropriate local authority on any requirements, by-laws or consents involved (e.g. raffle, lottery etc.).
- All monies raised in the name of the school must be banked into the school's main bank account through the school office, except where Community Association is fundraising and donating to the school.
- All fundraising received on behalf of the school must be receipted and banked by the school

Reviewed 14 October 2015.

Signed

Responsibility for review: Management

Responsibility for administering this procedure: Management

Review Date: October 2018