



# PAPAKAIO SCHOOL



## FUNDRAISING POLICY 408

### **RATIONALE:**

The Board of Trustees supports the raising of funds by pupils, parents and or staff of the School for the purposes of enhancing the education of the pupils of the School, improving the environment or facilities of the School, or for any other purposes that will enable the School, staff or pupils to realise the aims contained in the School charter.

### **DEFINITION:**

For the purpose of this policy, fundraising is defined to be any activity by which people or organisations are encouraged to make cash payment or donation to the school community. This may include the school community providing a service or goods. Fundraising does not include subject fees, school contributions, or the normal charges made for goods and services provided by a school.

### **TYPES OF FUNDRAISING:**

- Donation - where no service or prize is returned to the giver (e.g. collections, mufti days, donation boxes etc)
- Chance - Involving many donors, with a small number receiving a prize as an incentive to donate. (e.g. Raffles)
- Sponsorship - financial benefit to the school in return for providing the sponsor with advertising, publicity or market access.
- Service - providing goods or services in exchange for payment, less expenses (e.g. car cleaning, catering, food stalls, movie shows, etc.)
- Function - Includes major projects. (e.g. Fairs, quiz nights, etc.)

### **PURPOSE OF FUNDRAISING:**

- Facilities/Equipment - Funds provide amenities or equipment for the use of pupils or staff which are for the educational or social benefit of the pupils in general.
- Event Support - Funds assist a team, group or individual who have chosen to participate in a school organised activity which involves travel or other expenses.
- Charity - Funds will be used to assist welfare or educational organisations, either in New Zealand or Overseas, whose aims are consistent with our vision statement.

- External - An outside organisation targets the Papakaio Community in their fund raising activity, for which Papakaio School receives benefit or reward.

**BROAD GUIDELINES:**

1. The Principal has or may delegate the responsibility to ensure that fundraising activities are well co-ordinated.
2. No fundraising activity may take place without the specific approval of the Principal.
3. Formal applications for funding through charitable organisations are to be done through the Board of Trustees
4. Fundraising must always be carried out in a manner that enhances the standing of the school within the community.
6. No one should personally benefit from any fundraising venture.
7. Any fundraising activity must consider the welfare of the participants while undertaking the activity e.g. EOTC, safety gear, door to door sales etc.
8. The venture must meet statutory obligations..

**RATIFIED:**

**REVIEWED: MARCH 2017**