

**POLICY 4.3  
Fundraising**

Ratified at Board Meeting	<b>24<sup>th</sup> September 2020</b>
Next Review Due	<b>2023</b>

**RATIONALE:**

Aquinas College fundraises in order to provide valuable resources for the school or raise funds for outside bodies and groups.

It is recognised that the benefits of fundraising must be balanced with the impact on the school community in terms of the effort involved in organisation and the financial burden on parents / whanau.

As Catholic schools are part of the mission of the Church, it is appropriate that they engage in social action and social justice activities which are both educative and practical in outcomes. Such activities should occur within the structures, ethos and teachings of the Catholic Church.

**GUIDELINES:**

- All fundraising will be consistent with the Special Character of the College and will not discredit the school or pose any health or safety risk.
- No fundraising is to be undertaken without approval from the Deputy Principal (on behalf of the Principal).
- Fundraising activities must clearly communicate their purpose and who the beneficiaries are.
- All fundraising will align and comply with:
  - a) current College policies, procedures and strategic plan;
  - b) the statutory requirements set out by the Ministry of Education for state-integrated schools;
  - c) guidelines set out in the Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools
- All fundraising opportunities must be conveyed as optional.
- All fundraising anticipated to be over \$5000 must be approved by the Principal and reported to the Board of Trustees.
- All applications to charitable trusts / external funders must be approved by the Board of Trustees.
- All money collected, with the exception of capital works projects (see below) must be banked into the College bank account.

- Any fundraising for capital works projects must be raised in the name of the Roman Catholic Bishop of Hamilton and banked in the appointed fundraising account.
- Any funds raised which are not subsequently used for the purpose intended shall be refunded where possible. Where issuing refunds is not deemed practical, the funds will be reallocated either by the Principal or, for amounts exceeding \$5,000, by the Board of Trustees.
- Sponsorship arrangements must comply with this policy and be approved by the Principal.

#### **DELEGATIONS:**

The Board delegates to the Principal responsibility for:

- Developing and maintaining procedures for fundraising
- Appropriate handling of and accounting for fundraised money
- Approving applications for fundraising and reporting to the Board of Trustees
- Ensuring there is no undue pressure placed on staff, students or parents / whanau to participate in any fundraising activity.

#### **PROCEDURES / SUPPORTING DOCUMENTATION:**

Policy 1.4 Education Outside the Classroom (EOTC)

Policy 1.6 Special Character of the College

Policy 5.9 Health & Safety

[Lottery Game Rules](#) under the Gambling Act 2003

NZ Police - [Gambling Act \(Housie\) Game Rules 2004](#)

Tauranga City Council - [Selling food for fundraising](#)