
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1300**

POLICY NO: **1310**

ISSUE DATE: 14/08/12

TITLE: **EXTRA-CURRICULAR POLICIES**

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Fundraising

RATIONALE:

Numerous Macleans College groups fundraise for a wide range of reasons. The two main fundraising reasons are:

- a) Charity purposes; individual students, form classes, houses fundraising for a particular charity eg. the rescue helicopter, World Vision children
- b) Extra-Curricular trips. Expenses to attend national tournaments, overseas sports and cultural trips.

PROCEDURES:

- 1 All fundraising, trust fund applications and sponsorship must be approved by the SMT. (Check first to avoid disappointment)**

The SMT monitor that there is an equitable allocation of fundraising time and activities for any particular group. They will take into account the total cost of the activity and the proportion to be raised through fundraising. They also make sure that fundraising activities are spread out over a year and that the same members of the local community are not being approached by too many Macleans groups in any given period. The SMT also take into account the historical nature of the group fundraising activities. They would give greater weighting to a group continuing with an activity it has been running for a number of years.

- 2 Trust Funds**

The school uses a number of trusts to assist with schoolwide projects. These trusts are reserved for such projects. Most of these trusts will only approve one application for any one organisation (eg. Macleans College) in a particular year.

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Fundraising groups seeking trust money

- a) First, check with SMT if the particular trust is one regularly used by the school.
- b) Check what the trust covers - travel, uniform etc. and then seek SMT approval in principle and advice on application details.
- c) Full Board of Trustees approval is required. This can only be done at their monthly meeting. A minute of this resolution must be signed by the Board Secretary.
- d) If successful, the trust money **MUST** be used for the exact purpose it is applied for. Receipts for the money must be obtained and need to be sent through to the trust within three months of receiving the money.

3 Selling

Many groups fundraise by selling a range of products, eg. pizzas, chocolates. It is vital that a good system of distribution of product collection of money is put in place. Security of product and money is paramount. Leaving boxes of chocolates and/or money in houses lockers is not acceptable. All money is to be deposited with the Accounts office.

4 Work

A range of work is often undertaken, consideration of public liability, OSH and other safety issues must be investigated. Any work done at school eg. window cleaning, must be supervised by a staff member. Seek advice from SMT in the first instance.

5 Raffles

These are generally discouraged, discuss with SMT in the first instance. The raffle must comply with the Internal Affairs guidelines.

6 Sponsorship

No sponsorship from liquor or cigarette companies. Refrain from asking local businesses unless there is a strong family connection. ASSHA has strict regulations on what can and cannot be placed on playing gear.