



ST PIUS X HIGH SCHOOL

FUNDRAISING POLICY

Philosophy

St Pius X High School fundraises in order to provide valuable resources for the school and/or to 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/carers.

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.

The only fundraising activity permitted at school during Lent is to be for the benefit of “Project Compassion” run by Caritas. This applies to all fundraising during Lent by both staff and students.

The only fundraising activities permitted at school during the month of October are those in support of Catholic Mission, the World Challenge immersion experience and the P&F Mothers Dinner. This applies to all fundraising during October by both staff and students.

Aim

The aim of this policy is to provide a framework for ethical and effective fundraising to occur at St Pius X High School, Adamstown.

Implementation

“Whole School” Fundraising

Any fundraising that targets the whole school must have the approval of the School Executive in advance. “Whole school” means the fundraising event has the potential to affect everyone in the school, staff and students, not just an organising group within the school. So, for instance, permission for an out of uniform day where each student pays a gold coin donation

must come from the Executive. Permission for “non-whole school” fundraising will be dealt with later in this policy.

The School Executive will consider each application in regard to:

- The nature of the proposed activity/event
- The purpose for which the funds are to be used and expected benefit for the school
- Financial and any other impacts/obligations on students, parents/carers and school staff
- The number of other fundraising or school events and their timing
- The issue of equity across the school
- The commitment and capacity of the organising group to conduct the fundraiser effectively; and where a charity is involved – the charity’s purpose and reputation.

Who May Conduct Fundraising?

Fundraising may be conducted by various groups within the school community. These include, but are not limited to: Student Representative Council (SRC), St Vincent de Paul group, Parents and Friends Association (P & F), World Challenge participants/groups, School Faculties/Departments, Representative Sporting/Cultural/Academic Teams and other groups as may be approved by the School Executive from time to time.

Individual students are not permitted to fundraise within the school community, but may take suggestions to a relevant group. The only exceptions to this are:

- **Individual World Challenge students may fundraise to assist with expenses for their immersion experience, if necessary.**
- **Individual students selected to represent NSW at a national level or Australia at an international level in particular areas of endeavour.**

All such fundraising must be in accord with all other guidelines, rules and procedures expressed in this document. Specifically, such fundraising must not be in direct competition with the School Canteen.

Individual staff members are permitted to raise funds for non-school related purposes (eg selling chocolates for their son’s soccer team, etc) provided that such fundraising is directed towards staff members only not students or parents. All such fundraising must be in accord with all other guidelines, rules and procedures expressed in this document. Specifically, such fundraising must not be in direct competition with the School Canteen.

Student Representative Council (SRC)

The SRC agrees on which charity, charities or cause it wishes to support during each year. SRC may decide to conduct up to two “out of uniform” days per year for fundraising purposes, dependent on approval from the School Executive.

The SRC will normally also take on a coordinating role for the fundraising activities on **St Pius Day** each year. The funds raised on St Pius Day are usually split between a selected charity and the social justice projects for the following year’s World Challenge immersion experience.

St Vincent de Paul Group

It is expected that the St Vincent de Paul group would hold or assist in running no more than one fundraiser per term as follows: (May change year to year)

TERM 2: Winter Appeal

TERM 3/4: Seafarers Mission Appeal

TERM 4: Christmas Hampers for local SVDP Chapters

From time to time natural disasters or local community grief may arise that the St Vincent de Paul group wish to fundraise towards. Approval to hold such fundraisers can be sought from the Principal.

Parents and Friends Association

The Parents and Friends Association hold the following fundraising activities:

- School Dances – 4 per year at times decided in consultation with the Principal. The P&F assists the school in the running of these dances.
- Mother's Dinner – usually in Term 4 each year. This dinner is mainly a social occasion but this opportunity is taken to raise some funds for the school.
- A major activity (such as a Walkathon, Raffle, Jumble Sale, etc) as may be planned from time to time, usually every second year.
- Other events/activities as may be organised from time to time eg selling school scarfs

World Challenge

World Challenge participants may raise funds to assist with their personal expenses and with the social justice element of the immersion experience. They may do this fundraising in groups or individually. Funds for the social justice element of the immersion experience are also raised as part of the fundraising on St Pius Day.

School Faculties/Departments

Some Faculties and Departments carry out fundraising activities to help offset costs for educational resources. The PDHPE Faculty is an example, selling slushies after Sport on Fridays to raise funds for sporting equipment and related purposes.

Representative Sporting/Cultural/Academic Teams

Teams representing the school in sporting, cultural or academic competitions may fundraise to defray accommodation and travel expenses. Where such fundraising occurs, the total amount of funds raised by the team is to be donated to the school and taken off the total cost of accommodation & travel before calculating a final cost per student for the trip.

National & International Events

From time to time, students will be selected to represent NSW at a national level or Australia at an international level, either through sport, drama, writing, music etc. If a student has gained representation through school involvement, that student will be permitted to raise funds to help cover their expenses. The Principal may authorise a payment from the school of up to **\$200** in support of such students if requested.

Fundraising for Charities

St Pius X High School supports Caritas Australia (Project Compassion in particular), Catholic Mission and the St Vincent de Paul Society. These agencies support different aspects of the church's mission and they time their appeals so as not to conflict with each other during the school calendar. Permission to fundraise for any other charity can only be given by the School Executive.

Fundraising – Group Procedures/Guidelines

The following procedures and guidelines may be varied or relaxed by the Ministry Coordinator, Principal or School Executive Team in response to particular fundraising needs.

- All fundraising groups will need to have a staff member or staff member and parent/ carer who will be responsible for the activities of the fundraising group and in particular will:
 - Liaise closely with the Ministry Coordinator.
 - Ensure that minutes for all meetings are kept and submitted to the Ministry Coordinator as soon as possible after the meeting but no later than seven days after the meeting.
 - Ensure accurate records for account keeping are maintained and that two people are in charge of the money at all times until it has been counted and banked.
 - Ensure that all monies collected are paid into the school (or P&F) account by the next working day and are not held by parents or other groups.
- **Fundraising activities shall not be in direct competition to the School Canteen.**
- Fundraising activities shall not be in direct competition with P&F fundraising activities.
- Soft-drinks, high-energy sports drinks and the like are not to be sold as part of fundraising activities.
- **Fundraising activities must reflect the ethos of St Pius X High School.**
- Fundraising activities must have a reasonable expectation of being profitable.
- **Funds raised are to be used for purposes related to the school or to the education provided by the school. Clearly, this forbids any fundraising by groups for non-school related purposes eg for their local football or netball club.**
- The number of times that any group can fundraise will be determined during the consideration of their initial application and as a condition of approval in order to be fair to the whole school community.
- All correspondence to do with fundraising must be co-signed by the principal to ensure they are satisfactory and follow procedure.

Approval of School Fundraising Activities

Groups wishing to hold a fundraising activity need to complete an approval to hold a fundraising activity form (page 7). Such fundraising applications will clearly provide the following information:

- Purpose of the fundraising activity
- Type of fundraising activity

- Target amount to be raised
- Time period for the fundraising activity (start and finish dates)
- Location of fundraising activity (on or off campus)
- Name of adult person(s) who will supervise/ coordinate the fundraising activity
- Names of the people involved in the fundraising committee
- Expected cost of and income from the fundraising activity
- Method(s) of publicity
- Administration details for the fundraising activity
- Other approvals including approval by the School Principal for the use of any school equipment or resources on campus or off campus; any comment by the school principal; any necessary permits and insurance required.

The completed approval form is to be submitted to the Ministry Coordinator. The fundraising proposal will be considered at the appropriate level:

- School Executive Meeting for “whole school” fundraising proposals.
- Ministry Coordinator for other proposals.

The Ministry Coordinator will then inform the group of the outcome of their application and if approved, issue the group with fundraising lanyards. These are to be worn at all times by the group when fundraising.

No group may commence fundraising activities until they have been issued with lanyards. The only exception to this procedure is St Pius Day, where all students will be involved in fundraising in one way or another, coordinated by their Care Class Teachers.

The P&F Association is not required to complete an approval form for fundraising, as it works directly with the Principal to determine all fundraising activities in which it engages.

Accountability for Funds

Any group undertaking fundraising must ensure the accountability of funds collected. What this involves in practice will depend on the nature of the fundraiser and the amount of money involved. It may include: provision of receipts, two people receiving/counting money together, prompt banking; appropriate record keeping and the reporting of financial outcomes, including any expenses incurred in the fundraising. If monies are to be received via the School Finance Office, this must be negotiated in advance with the Finance Officer.

Use of Funds

Every fundraising activity should be clear in stating the purpose for which funds will be used, at the time of seeking approval for the activity and in any advertising to the school community or beyond. This information should be as specific as possible under the circumstances. After the fundraising activity, the exact amount of money raised and how it has been or will be spent should be reported at the next appropriate opportunity to the relevant group or meeting. Funds must be used in a way that is consistent with the group’s role and purpose.

Ethical Behaviour

Those involved in fundraising activities for or at St Pius X High School are expected to act honestly and ethically. It is appreciated that members of the school community may have a personal or vested interest in fundraising (for example, where their own business or children are specifically involved). Whilst this may be entirely appropriate, it is important that any personal interests are clearly stated so that open and informed decisions are made.

Law, Policy and Guidelines

All St Pius X High School's fundraising is expected to comply with relevant law, regulation, this Policy and other relevant school, CSO & Diocesan Policies. This includes:

- Charitable Fundraising Act NSW (1991)
- Charitable Fundraising Regulation NSW (2008)
- Lotteries and Art Unions Act NSW (1901)
- Lotteries and Art Unions Regulation NSW (2014)
- Privacy and Personal Information Protection Act NSW (1998)
- St Pius X HS Child Protection Policy
- St Pius X HS Pastoral Care Policy
- CSO Privacy Policy

Other useful documents include:

- **Guide to Fundraising – NSW Community Organisations (2013)** – Justice Connect Not-for-Profit Law
- **Regulatory Impact Statement – Charitable Fundraising Regulation 2015 – NSW Fair Trading**

Budget

Sufficient funds will be allocated in the school budget to ensure that approved major school fundraising efforts can be successfully undertaken.

Evaluation

This Policy will be evaluated at the end of 2016 and thereafter every 3 years or as the need arises. It is the Principal's responsibility to ensure that the fundraising policy is reviewed regularly.

Note: The “**Approval to Hold a Fundraising Activity**” form follows on the next page.

Approval to Hold a Fundraising Activity form

CRITERIA	YOUR APPLICATION
Type of activity	
Target amount to be raised (net amount after costs are paid)	
What will the funds be used for and who will benefit?	
Time period for fundraising activity?	Start Date: Finish Date:
Location of activity? (on or off campus)	
Name(s) of adult person(s) responsible for coordinating this activity?	
Expected costing of the fundraising activity?	Costs: Income:
Method of publicity/advice to community/students/families?	
Person who will keep and be responsible for accurate records of accounts/costs/income?	
Names of two people who will be in charge of the money at all times until it is banked or handed to the Finance Office?	
I have sighted the application: _____ (Ministry Coordinator) <div style="text-align: right; margin-right: 100px;">_____ (Date)</div> Comments (if necessary): 	

Result of Application:

Approved

Conditions that apply: _____

Declined – Reason: _____

Signed: _____ (Ministry Coordinator/Principal – delete one)

Date: _____

School Calendar checked to ensure no clashes