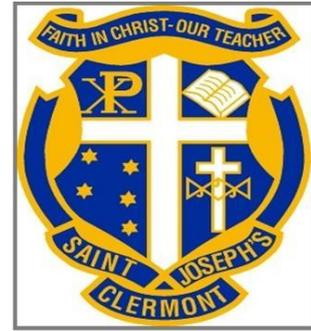


# St Joseph's Catholic Primary School Clermont



## School Fundraising Guidelines

### Preamble:

St Joseph's Catholic school community recognises the importance of fundraising as a means of obtaining/providing valued resources and services for the benefit of the school community and other charitable organisations. 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. It is recognised that the benefits of fundraising be balanced with the impact on the school community in terms of the effort involved in organisation and the financial burden on families.

### Implementation:

- All fundraising is to comply with relevant laws as well as this guideline.
- Any fundraising that occurs must have the prior approval of the School Principal. This approval will outline;
  - Type and purpose of fundraising activity
  - Who is coordinating the fundraising
  - Target amount to be raised
  - Time period for the activity (start and end dates)
- Fundraising activities conducted by other groups shall not be in direct competition to P&F fundraising ventures.
- Fundraising ventures must give preference to charities that have a human social justice or outreach mission/ideology. Raising funds for Catholic charities (e.g. Caritas, Catholic Mission) is preferred.
- All fundraising groups will need to have a staff member or parent/carer who will be responsible for the activities of the fundraising group and in particular, will;
  - Liaise with the School Principal
  - Ensure accurate records for account keeping are maintained.
  - When practicable, two persons 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.

### Year 6 Canberra Camp Fundraising

The year 6 families are able to fundraise towards their camp each year. A meeting of all year 6 parents takes place in September of the prior year. A committee of parents is formed which includes the Principal and a fundraising plan is formulated. This fundraising is optional for families. The distribution of these funds is to be calculated by the following method;

1. Parents lodge their hours worked with the school office after each fundraising event.

2. Total net funds from all fundraising ventures.
3. Allocate parents to a funding bracket, based on their hours worked. The brackets are;

Hours Worked	Fundraising Bracket
0-9 hours	0 hours
10-19 hours	10 hours
20-29 hours	20 hours
30+ hours	30 hours

4. Calculate an hourly rate based on the total hours from the fundraising brackets.
5. Apply that hourly rate to the brackets.
6. This amount is then allocated to each family as a discount of their child's camp costs.

### **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 front office, this must be negotiated in advance with the School Finance Secretary.

### **Use of Funds**

- The decision on how funds raised should be spent is the responsibility of the group organising the fundraiser.

- Funds must be used in a way that is consistent with the group's role and purpose. All fundraising activities 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. 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/will be spent, should be reported to the school community.

### **Ethical Behaviour**

- Those involved in fundraising activities/events for St Joseph's 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.