

FUNDRAISING POLICY

PURPOSE

Fundraising is an important way for the college community to raise funds for both school purposes and for charitable organisations.

This policy aims to provide staff, parents and other members of the college community with an overview of the college's fundraising requirements.

All fundraising events/activities must be for:

- The benefit of college based programs; or,
- A charitable organisation where a college based group (eg. a class, SRC) has elected to fundraise for that purpose.

Fundraisers organised by external parties are not permitted at the college.

POLICY

Fundraising is a function of the college council and as such, all fundraising events and activities must be approved by college council prior to the event/activity taking place. All approved fundraising activities are to be documented in College Council minutes.

The College Council will consider:

- The nature of the proposed activity/event.
- The purpose for which the funds are to be used.
- Financial and any other impacts/obligations on students, parents/carers and, school staff.
- The number of other fundraising or school events occurring concurrently.
- The commitment and capacity of the organising group to conduct the fundraiser effectively.

ACCOUNTABILITY

- Those involved in fundraising activities/events are expected to act honestly and ethically.
- All fundraising events/activities must be managed/overseen by a staff member.
- A staff member must complete the attached **fundraising application form** to be submitted to college council. Please contact the college Business Manager or Principal for a list of council meeting dates. Application forms must be submitted to the Principal at least two weeks prior to a college council meeting date to allow sufficient time to be placed on the agenda.
- Staff are responsible for the collection and reconciliation of all funds raised. All money raised through fundraising will be held in trust by the college council for the general or particular purpose for which it was raised.
- All monies must be receipted by the General Office.
- Any purchases of goods/services from fundraising proceeds are required to meet school procurement guidelines.
- On completion of the fundraising event/activity, attached **the fundraising report** must be completed for tabling at college council.

REVIEW CYCLE

This policy was last updated on 20th May 2019, and is scheduled for review on 20th May, 2022.

Approval required by School Council. Approved Date: 27.05.19

Fundraising Application

'Group' Applying (eg. SRC)..... Date/...../.....

Project Contact..... (If a student, Staff Mentor..... Yr/House)

Project (Raising funds for?).....

Drive Description (Please outline what you plan to use to raise funds eg Chocolate Drive, Sponsorship etc)

Campaign Time Block (up to 3 weeks)

From/...../..... To/...../.....

Target Amount \$.....

People Involved

Students - (If a large number attach list or Group name eg. SRC)

Staff Mentor/s -.....

Advertising Strategy/ies.....

Project Pre Planning

(Briefly outline how you will go about running the project eg. 'Training for participants etc.')

.....
Name of Applicant/Staff Mentor

.....
Signed by Staff Mentor

.....
Date/...../.....

Office Use

Meets Guidelines Yes No









If 'no' why doesn't.....

Priority Yes No

Report Due Date/...../.....

.....
Signed

Safe Work Procedure

Description of Work:		Safe Handling of Food				
 <p>BIOLOGICAL HAZARD</p>		<p>Potential Hazards</p> <p>Risk of cross-contamination and anaphylaxis episodes</p>				
Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Long hair must be tied back	 Eye Protection	 Rings and jewellery are not to be worn	 School shoes or sturdy/ closed in shoes are to be worn	 Hearing Protection	 Aprons must be worn
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safe Work Procedure Checklist:						
<p>PRE-Task:</p> <ul style="list-style-type: none"> • Contact kitchen staff to determine if kitchen is available (if applicable) • Collect a kitchen booking form (if applicable) • Provide clear labelling of all food products to be sold outlining all ingredients • Foods containing nuts cannot be provided or sold • Peanut and sesame oils cannot be used • All perishable foods must be refrigerated before, during and after preparation 						
<p>During</p> <ul style="list-style-type: none"> • Wash hands before commencing preparing food, between tasks and after preparing food • Avoid cross-contamination by using separate chopping boards and knives for raw meat, uncooked and cooked foods • No chewing gum whilst preparing or serving food 						
<p>3. POST-Task:</p> <ul style="list-style-type: none"> • Use serving spoons and tongs to serve food where possible • Wear disposable gloves if touching food is unavoidable • People handling food should not also handle money • Wash all dishes and equipment thoroughly using hot, soapy water • All tables used for serving food need to be cleaned with an approved product such as 'Ajax Spray and Wipe' 						
Competent Person(s)						
Name:		Title:	Contact Details:			
Staff Mentor						
I hereby agree that the Safe Work procedures will be followed for Safe Handling of Food.						
Signed:			Date:			

Fundraising Report

'Group' (eg. SRC): _____ Date ___/___/___

Project Contact: _____

If a student, Staff Mentor: _____

Raised Funds for _____

Time Block (up to 3 weeks)

From Date ___/___/___

To: Date ___/___/___

Was this sufficient time?

Yes

No

If no, explain: _____

Target Amount: \$ _____ Amount raised: \$ _____

Comments

Briefly outline the main 'highlights' for you from this fundraising drive. eg. What worked well, what didn't, advice to others etc.

Office Use

Met Goals:

Yes

No

If no, why?

Signed by: _____ Signature: _____

Date ___/___/___