RHHS Fundraising Policy

This policy recognises the role of fundraising in helping to provide and support a rich curriculum for students and in promoting a social conscience by assisting those in need at local, national and international levels.

The policy should be read in conjunction with the following documents:

- DET Excursions Policy
- DET Student Assistance Scheme
- DET Code of Conduct
- DET School Manual on Financial Management
- Raffles, Community Gaming - Lotteries, Fact Sheet 1 (http://www.dgr.nsw.gov.au)
- Money Matters Part 2: The New Tax System - GST Guidelines, Chapter 2: Revenue (Receipts), Section 2.5 Fundraising.
- Money Matters Part 2: The New Tax System, GST Guidelines for Schools - Chapter 2: Revenue, Section 2.7 Donations and Sponsorship
- Appendix 12A.1 Legal Issues Bulletin No.36.
- Sponsorship of School and Departmental Activities

Particular note should be made of the following extract from the DET School Manual on Financial Management:

12.4 FUNDRAISING

12.4.1 The Department recognises that many schools, generally in liaison with or in co-operation with their parent organisation, raise considerable funds to supplement their educational resources by fundraising efforts organised around fetes, market days, etc.

12.4.2 The Department approves of such fundraising events provided such events:

a. are not excessively used as a source of funds and the organisation of the event is suited to the socio-economic environment of the community.

b. do not include dangerous activities which could lead to injury to pupils, staff or the public or damage to property.

Where the fundraising is designed to support excursions, particular note should be made of the following extract from the DET Excursions Policy:

- Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of the students and the total learning program.
• **Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.** Unless exceptional circumstances exist, all students should have the opportunity to participate in an excursion. Costs should be organised to ensure that there is no undue financial burden imposed upon individual members of the group or their families. Where financial hardship is understood to be the reason for a student's non-participation, schools must endeavour to provide financial assistance. (6.2.1)

• **The principal must be satisfied that the teachers or executive staff as organisers of the excursion do not receive benefits in excess of what would be considered acceptable.** Reference should be made to the Department's [Code of Conduct (PD2004/0020)](#).

• **Excursions should not provide the opportunity for organisers to gain extra Fly Buy or Frequent Flyer points, rewards or commissions.** All sources of funding, gratuity or subsidy, including free airline tickets, donations, rewards or commissions, must be disclosed in the submission for approval. Donations, rewards, etc., must be applied to the relevant event and cannot be used for personal purposes. Schools are also required to pay FBT on free travel or other personal benefits for staff arising from donations, sponsorships or fundraising. (9.4.1)

With regards to **sponsorship**, the following extract from the DET Sponsorship of School and Departmental Activities, should be noted:

Sponsorship must be consistent with the values, purpose and goals of public education, and the policies of the NSW Department of Education and Training. It must contribute, either directly or indirectly, to the quality of student learning.

It should further be noted that financial assistance may be provided to eligible students through the DET Student Assistance Scheme (SAS)
<table>
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<tr>
<th>PRINCIPLES</th>
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<tr>
<td>Participation and Enthusiasm</td>
<td>Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate. (DET Excursions Policy 6.2.1) All students should have the opportunity to participate in fundraising as a school service and should be recognised for their efforts. Whole school sponsorship and fundraising will take priority over sponsorship and fundraising for individual events.</td>
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<tr>
<td>Excellence</td>
<td>The School Council, P&amp;C and school are committed to increasing fundraising and grant seeking sources of school funds and they recognise the context and demographics of the school community should underpin protocols and approval guidelines.</td>
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<td>Respect and Responsibility</td>
<td>Commitments are not to be entered into in the expectation that donations will be received. (DET School Manual on Financial Management 12.4) Students must respect the rights of teachers with regard to fundraising activities. Fundraising will not be automatically approved unless it meets the guidelines set and does not detract from previously committed fundraising.</td>
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<tr>
<td>Success</td>
<td>All events, excursions and activities must be planned to ensure that they can run without financial loss.</td>
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<tr>
<td>Innovation and Creativity</td>
<td>Students, in particular, are encouraged to find creative fundraising schemes, especially when the funds are going to support charities, the needs of others and whole school fundraising.</td>
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<td>Safety</td>
<td>All fundraising must take into account security of funds, ethical handling of monies and must identify any potential risks. Any fundraising including raffles or guessing competitions must be sponsored by the P&amp;C.</td>
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<tr>
<td>Teamwork and Leadership</td>
<td>All plans for fundraising must be approved by the SRC and School Principal (for fundraising less than $1000). Plans for fundraising with a target over $1000 must be submitted to School Council and must be compatible with the school’s overall fundraising plan for the year.</td>
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PRACTICES

Fundraising for charities

- Expressions of interest to raise money for charities for the following year should be submitted to the SRC at the start of Term 4 each year.
- The SRC will consider submissions and select three charities to be supported in the following year. One term will be set aside for fundraising for the school and SRC itself.
- Four mufti days (one per term) will be scheduled on the school calendar to assist with fundraising for each of the above. The SRC will submit their plan to the principal for approval.
- Special application must be made in writing to the School Council for any charity fundraising outside these guidelines or any fundraising with a target over $1000.

Fundraising for Year 12 Formal

- The Head Teacher Senior School will coordinate fundraising for the formals, in consultation with the Year Advisers and the formal committees.
- Year 12 fundraising activities will commence in Term 4 of the previous year.
- Fundraising may not be used to purchase jerseys except to support students experiencing significant financial hardship and the request for a variation should be referred to the principal.

Fundraising for school representative events

- Major events including the representation of teams at national level may be deemed to be whole school events by the School Council.
- Special application must be made in writing to the School Council for fundraising for these events which may include and require whole school involvement.
- From 2012 the “Sports” Trust will raise funds to support teams representing the school in major, state and national events requiring significant additional funding.
- P&C sponsored fundraising will be a whole school priority.

Fundraising for Excursions

- Due consideration should be given to the educational benefits of any excursion and of the ability of students to meet the required costs. All excursions must be cost neutral to the school.
- Special application must be made in writing to the Senior Executive for fundraising for excursions, outlining reasons why fundraising is required. Excursions will not be approved if more than 40% of the cost is to come from fundraising. Whole school involvement in fundraising cannot be expected for excursions based within one faculty.
• The students involved and their parents should initiate fundraising schemes outside of the school where possible.
• Money raised will be held in the excursion account, under the names of individual students. All money raised remains the property of the school. Should a student subsequently decide not to take part in the excursion, all money from that student’s account will be redistributed to the group to meet costs or will revert to the school where costs have been met or where the excursion does not go ahead.

Fundraising for individual students
• Individual students who are representing the school in academic, leadership, cultural and sporting events at a national level may make representation to the SRC for a special grant of up to $250.
• From 2012 the Sports Trust will raise funds to support individuals representing the school in major, state and national events requiring significant additional funding.
• Special application must be made in writing to the Senior Executive and School Council for permission to fundraise within the school for external groups with which students are involved.

Sponsorships and Donations
• Special application must be made in writing to the Senior Executive for permission to approach companies and individuals for sponsorships and donations. Priority will be given to applications which benefit the school community as a whole.
• CDSE sponsorships (via the Rooty Hill RSL) will only be accessed for major school projects identified by the School Council.
• The school will actively seek grants and will use its membership of Tenderbridge to identify grants and grant makers who can support the school.
APPLICATION TO CONDUCT FUNDRAISING PROJECT

1. PROJECT NAME: __________________________________________

2. PERSON RESPONSIBLE FOR PROJECT: _________________________

3. BENEFICIARIES OF PROJECT: ________________________________

4. PROPOSED AMOUNT TO BE RAISED: __________________________

5. PROPOSED DATE(S) OF FUNDRAISING: _________________________
   a. Have you checked the school calendar? Yes / no
   b. Has fundraising been noted on the fundraising calendar? Yes / no

6. BRIEF DESCRIPTION OF PROJECT: ____________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

7. PROPOSED LOCATION (if applicable):
   a. Hall
   b. Other: (specify)____________________________________________
   c. Have you checked availability? Yes / no

8. ESTIMATED COSTS (give details of costs involved in running this fundraising):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

If the proposed amount is less than $1000, submit the proposal to the SRC with a copy to the principal. If the proposed amount is more than $1000 submit the proposal to the principal to go to School Council (meeting on the third Monday of each month).