



## FUNDRAISING POLICY & PROCEDURES

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### CONTEXT

Sacred Heart College Senior is a Senior Secondary Catholic College formed in the tradition of St Marcellin Champagnat. This policy recognises fundraising as a legitimate activity, undertaken at the College and based on the values inherent in the College's vision statement.

### PRINCIPLES

This policy is based on a number of principles that underpin the educational program. In particular it is a practical expression of the following statements:

1. Education is a means of discovering a personal meaning in life and a means of liberating and empowering individuals to take charge of their own lives and contribute to the society in which they live;
2. Education encourages the development of the individual by fostering a sense of their own worth, the values and dignity of human life and of responsibility for and service to others;
3. Education facilitates an integration of faith, life and culture;
4. Fundraising at Sacred Heart College Senior shall operate in harmony with the school's statement of purpose, religious and educational mandate, and College Council Policy.

### DEFINITIONS

1. **Fundraising Activities**  
For the purpose of this policy, "fundraising activities" shall refer to school-based fundraising and Catholic School Community Council fundraising, in accordance with definitions below.
2. **School-Based Fundraising**  
For the purpose of this policy, "school-based fundraising" refers to all fundraising activities initiated and conducted by school staff or sanctioned student groups, under the approval and supervision of the principal.
3. **Catholic School Community Fundraising**  
For the purpose of this policy, "Catholic School Community fundraising" refers to all fundraising activities initiated and conducted by Catholic School under the auspices of the Catholic Church, under the approval and supervision of the principal.
4. **Charity or Charitable Agency**  
For the purpose of this policy a "charity" or "charitable agency" is any organization or institution engaged in non-profit assistance to the poor, distressed, or persons in need, or such institutions set up for the care of such individuals or groups.

5. Community Project  
For the purpose of this policy, a “community project” is an activity that promotes the educational, philanthropic, or other work for the betterment of the local, regional, national, or international country.

## PROCEDURES

All school-based and Catholic School Community Council fundraising activities shall operate under the same guiding principles.

- a. All fundraising shall:
- i. Operate under the approval and supervision of the Deputy Principal.
  - ii. Operate keeping with regulations of the City of Holdfast Shores.
  - iii. Be accounted for in accordance with procedures established by the Business and Finance Department.
  - iv. Consider poverty- sensitive principles and the capacity of the community to support any given initiative.
  - v. Operate with respect for the preservation of instructional time.
  - vi. Operate on a voluntary basis for students and families.
  - vii. Operate with consideration for the safety and security of students.
- b. Funds raised should complement and not replace public funding for education.
- c. Fundraising shall not be conducted for providing instruction, basic education items, or any items required for course completion.
- d. Students shall not be excluded for an event or program based on lack of involvement in fundraising initiatives.
- e. Fundraising objectives shall be developed in advance of the fundraising activity.
- f. Fundraising activities shall not require students to listen to or read commercial advertisements.
- g. Comply with nominated non-profit sub-entities (NPSE) for GST purposes.

## SUPPORTING DOCUMENT

- Traditional Fundraising Activities (Appendix 1)
- Application Form (Appendix 2)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved on November 2009

Review date November 2012

# TRADITIONAL FUNDRAISING ACTIVITIES

## Catholic School Community

- Project Compassion
- Catholic Charities

## Community Project

- REMAR
- Fred's Van Can Drive
- Winter Sleep-Out

## School-Based Fundraising

- Student Fundraising (e.g. Year 11 leaders)
- Music Fundraising

## Charity or Charitable Agency

- Salvation Army
- Cystic Fibrosis
- Leukemia
- Canteen
- Sr Trish's Orphanage

## Marist Project

- Bagong Barrio Fund – Manila
- Mission Immersion Experience: India/Philippines
- Marist Solidarity Australia



# PROCEDURE

1. Complete Application and submit to Deputy Principal for approval.
2. If advertising with posters etc., these must be removed as part of the clean up at the conclusion of the activity.
3. If activity involves the sale of food (e.g. sausage sizzle) canteen must be informed at least two (2) days prior.
4. Profits to be paid into an appropriate clearing account, which is the general fundraising account for your area. Obtain a receipt from the Finance Officer which you will need to reclaim from the general account for payment to charity/organization.
5. Return tear-off slip to Deputy Principal upon completion of activity.
6. Cheque requisition to be completed to authorize payment to charity/organization.