

FUNDRAISING POLICY

POLICY:

Fundraising will be undertaken in a co-ordinated manner.

PURPOSE:

- To support the co-ordination of fundraising within the school to ensure minimal disturbance to school purpose and culture.
- To ensure that moneys raised within the school community are used for the benefit of the school and its students or a school nominated charity.

PROCEDURE:

- Permission to organise a fundraising project must be obtained from the Deputy Principal Operations.

This policy should not be reviewed for another three years.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
Draft tabled at Board of Trustees Meeting and adopted	4/4/05	3/5/05	By Andrew Stewart, Board Chairperson
Under review 20/3/07 and 24/4/07 and 15/5/07	22/5/07	22/5/07	By Richard Griffin, Board Chairperson
Under review 19/5/09	2/6/09	7/7/09	By Rob Gosling, Deputy Chairperson
Under review 2/8/2011, referred back to next Sub Committee meeting on 30/8/11	4/10/11	8/11/11	By Rob Gosling, Chairperson
Under review 19/11/13	4/2/14	4/3/14	By Robyn van der Sande, Chairperson

LONG BAY COLLEGE FUNDRAISING APPLICATION

(See Fundraising in _DPTemplates on X drive for application form)

<i>Group that is fundraising:</i>
<i>Name of person putting in this application:</i>
<i>Date submitted:</i>
<i>Outline of fundraising activity that we are proposing:</i>
<i>Purpose of the fundraising activity:</i>

<i>Fundraising start date:</i>		<i>Fundraising finish date:</i>	
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Event information *(if applicable – for one off events e.g., a dinner or dance event)*

<i>Event:</i>	
<i>Date event to be held:</i>	
<i>Location:</i>	
<i>Start time:</i>	
<i>End time:</i>	
<i>Name of Event organiser:</i>	

Contact details of Event organiser

<i>Phone (Hm, Wk or Mob):</i>	
<i>Email address:</i>	

Monies

<i>Target Total:</i>	
<i>Method of money collection:</i>	
<i>Banking/storage procedures:</i>	

Date: _____

Approved/Not Approved: _____ Deputy Principal: _____

Copies of approved form to: Organising Teacher/Deputy Principal/Business Manager