



ST STITHIANS COLLEGE POLICY: FUNDRAISING

1. Fundraising refers to any activity that raises funds outside of the normal revenue collection activities of the College (fees, levies etc.), for use on or off the campus, for individuals, groups, a school, the whole College or charity and outreach projects. This policy will apply to all initiatives to raise funds over a certain minimum amount that shall be determined annually by the Fund Raising and Events (FR&E) Committee, a subcommittee of Council.
2. It is recognised that all fundraising initiatives whether by any employee, parent or other interested party, is conducted in the name of St Stithians College. As such the College needs to ensure that such activities will:
 - 2.1. Be in line with the broad strategy of the College.
 - 2.2. Not in any way result in any reputational damage to the College.
 - 2.3. Not in any way contradict the Saints Charter.
 - 2.4. Be conducted in accordance with the laws of the country.
 - 2.5. Be conducted in accordance with College policies including, but not limited to:
 - 2.5.1. Sponsorship and Advertising.
 - 2.5.2. International Tours.
 - 2.5.3. Brand Identity.
 - 2.5.4. Naming Rights.
 - 2.5.5. Procurement and Tender.
3. The responsibilities of the FR&E Committee are:
 - 3.1. To consider and approve all fundraising efforts and events across the campus and to oversee the implementation of fundraising policy.
 - 3.2. To ensure that the activity is aligned with the strategy and ethos of the College and that it does not conflict with any other events or activities.
 - 3.3. To ensure the activity complies with the legislative and regulatory framework of the country. In particular:
 - 3.3.1. It is noted that any form of raffle / lottery / game of chance is to be conducted in accordance with relevant legislation.
 - 3.3.2. The planned activity complies with the Consumer Protection Act.
 - 3.4. To ensure that the various College constituencies, clubs, activities etc., avoid repeated approaches to companies, individual parents, alumni or any others for fundraising assistance in either cash or kind. To achieve this a list of current sponsors/ funders/ supporters who may not be approached, will be provided by the FR&E Committee to the potential fundraisers.
4. Fundraising will only be allowed for the following:
 - 4.1. A charity or social outreach project.
 - 4.2. To augment the delivery of the curriculum or providing equipment or an asset that currently cannot be funded from the College budget. Examples are: equipment for a gym; the lighting of tennis courts; specialist art, music or drama equipment etc.
 - 4.3. Tours:
 - 4.3.1. To fund any member of a team that has been selected to represent the College on any tour (local or international), in the following priority order:

- 4.3.1.1. Firstly, for those who cannot afford the costs of the tour. This will be determined by the Head of the school in consultation with the Tour organizer, the Bursar and / or any other person s/he needs to consult.
 - 4.3.1.2. Secondly to discount the price for other team members to a maximum of 70% of the costs of the tour. Any other excess funds of the tour will be kept in a fund to fund other needy players on such tours.
 - 4.3.2. Fundraising is permitted for any merit-based tours as defined in the International Tours Policy.
5. Stakeholder involvement: The active involvement of stakeholders, especially parents, is duly recognized, appreciated and encouraged, with the requirement that the FR&E Committee must be aware of all proposed fundraising activities.
6. Applications for approval by the FR&E Committee are to be made for all fundraising activities which project a monetary target greater than the minimum amount specified by the FR&E Committee. It is the responsibility of the chief organizer of the fundraising activity to submit an application on the prescribed fundraising Application form. The Application form is to be submitted to the chair of the FR&E Committee at least three months before the event takes place. The Rector and the Heads of School have a particular responsibility to ensure that organizers of fundraising activities are aware of the requirements of submission.
7. An Approvals Subcommittee of the FR&E Committee will evaluate and respond to new applications with minimum delay. Guidelines for application and approval include:
 - 7.1. All fundraising will be reported at FR&E Committee meetings, including decisions made by the Approvals Subcommittee.
 - 7.2. Approval for any fundraising activities will, as far as possible, be within a week of the application being submitted.
 - 7.3. The application will be submitted to the Chair of the FR&E Committee or his / her delegate and include a proposed budget.
 - 7.4. The Approvals Subcommittee will consist of 3 members, including an employee of the College (chosen by the College Executive). Membership will be decided on by the FR&E Committee on an annual basis. Any decisions of the Approvals Subcommittee are subject to review and change by the FR&E Committee.
 - 7.5. As a Church school we are committed to donating a portion of funds raised to a charity or social responsibility cause. The organisers of a fundraising activity will provide a report to the FR&E Committee summarising the amount of funds raised and the details of the social responsibility donation. Activities organised solely for the purpose of charity or a social cause will be exempt from this provision.
8. Once a fundraising activity has concluded, the organizer of the activity is required to submit a report within three to six months to the Chair of the FR&E Committee.
9. Donations by a single donor: any intention by anyone to make a single donation (over an annually determined amount, by the College Exco) to the College for any purpose must first discuss it with the Rector of the College or the Chair of the St Stithians College Foundation. Any employee who is approached in this regard will refer the potential donor to the Rector.

Approved by the College Executive Committee: 01/06/2009

1st Amendment approved by the FR&E Committee: 24/07/2012

1st Amendment approved by the College Executive by email resolution: 30/09/2012

2nd Amendment approved by the College Executive and the FR&E Committee: 12/02/2014

FUNDRAISING APPLICATION FORM (to be completed in terms of the St Stithians College Fundraising Policy.)

Committee organizing the fundraising:
Responsible staff member (and cell number):
Chair of Committee (and cell number):
Treasurer of Committee (and cell number)::
Description of the fundraising initiative:
The purpose of the fundraising initiative:
If for a Tour, has the tour been approved by the relevant school authority?
Amount to be collected:
Anticipated amount to be donated to charity
Budget included?
Details of feasibility study (if applicable):

<p>The names of companies / individuals who may be approached for donations or sponsorship of some kind:</p>
<p>Timetable of the project:</p>
<p>A contingency plan if the project is aborted or its purpose significantly amended:</p>
<p>Signature & date / Chair of committee:</p>
<p>Signature & date / Treasurer of committee:</p>
<p>Signature & date / College employee:</p>
<p>Feedback:</p> <p>Contact details of potential sponsor:</p> <p>Was the approach for sponsorship successful / unsuccessful:</p> <p>Potential for future engagement:</p> <p>General comments to assist parents involved in the following year's event, etc:</p>
<p>Approval (comment and signature by the Chair of the Approvals Subcommittee):</p>