



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 FR&E committee.
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 College policies including:
 - 2.4.1. Sponsorship and Advertising.
 - 2.4.2. International Tours.
 - 2.4.3. Brand Identity.
 - 2.4.4. Naming Rights.
3. The responsibilities of the Fund Raising and Events Committee (FR&E) of Council are:
 - 3.1. To co-ordinate, schedule, consider and approve all fundraising efforts and events across the campus.
 - 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 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: a second Astro; 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 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 recognised and encouraged, with the requirement that the campus must be aware of all proposed fundraising activities.
6. Fundraising at any one school: The PTA representative on the FR&E Committee will table all fundraising requests with the Committee. Requests will be made on the prescribed Application form.
7. Project approval turnaround: In order to avoid delays a Fundraising Sub-Committee, of the FR&E Committee will evaluate and respond to new applications with minimum delay. Guidelines for this are:
 - 7.1. All fund-raising will be reported at FR&E Committee meetings, although decisions can be taken by the Sub-Committee as they are received.
 - 7.2. Approval for any fund-raising 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 budget of the item (tour, item, event, etc) that funds are to be raised for.
 - 7.4. The Fund-raising sub-committee 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 sub-committee are subject to review and change by the FR&E Committee.
8. Funds towards social responsibility: It is recognised that the community that the College serves is particularly well placed to raise funds for this already well-endowed community. As a Church school it is incumbent on us to share this privilege and therefore funds raised will be levied. The levy so raised will be donated to a charity or social responsibility cause proposed by the Fundraising Sub-Committee and approved by the FR&E Committee. The levy will be managed in the following manner:
 - 8.1. All Fundraising activities will be levied 10% of all income (not just profit) of any funds raised. (Under exceptional circumstances this may be waived by the FR&E Committee.)
 - 8.2. Activities organised solely for the purpose of charity or a social cause will be exempt from this provision.
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.

ADOPTED BY COLLEGE EXECUTIVE COMMITTEE: 1 June 2009

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

Committee requesting 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:
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>Approval (for office use only):</p>