



## FUNDRAISING POLICY & PROCEDURES

26.02.14

This policy recognizes fundraising as a legitimate activity, undertaken at the school and based on the values inherent in the school's Business Plan 2014-2016, especially in relation to Leadership and Relationships.

### PRINCIPLES

1. Councillors (Yr 6/7) with their teacher, through a decision making process select one fund-raising activity each term they wish to conduct:

- Councillors, under supervision of their teacher, may select a "Charity" or "Charitable Agency" to whom they will donate these funds.
- Councillors, under supervision of their teacher, may select the theme of the whole school fund raiser.
- These fundraising activities may be included in the *Kids Who Give WA* program.
- Any products sold at assembly Market Day stalls must comply with the school's Policies, particularly Anaphylaxis Policy and Promoting Health Policy, and Coolbinia PS whole school Sustainability Plan.

2. Individual classes, in the context of the *Kids Who Give WA* program, may conduct one class-based fundraiser each year.

- Students from individual classes, under supervision of their teacher/s, may select a "Charity" or "Charitable Agency" to whom they will donate these funds.
- The Cross Curriculum Coach or Associate Principal is to be advised of selected "Charity" or "Charitable Agency". This is to be reported to the Principal.
- Students from individual classes, under supervision of their teacher/s, may approach the Councillors to lift the class-based initiative to a whole school fund raiser. The Councillors decision on this issue, under supervision of their teacher, is final.
- Fundraising is class-based, not whole school-based, however, classes may utilize the assembly Market Day stalls to sell class-made products (in context of the Technology and Enterprise curriculum).
- Any products sold at assembly Market Day stalls must comply with the school's Policies, particularly Anaphylaxis Policy and Promoting Health Policy, and Coolbinia PS whole school Sustainability Plan.
- Fundraising activities must conform to all school policies (e.g. wearing school uniform).

3. Cool School Adventurers, in the context of the *Kids Who Give WA* program, may conduct two fundraisers each year.

- These students, under supervision of their teacher/s and in liaison with the Councillors, may select a "Charity" or "Charitable Agency" to whom they

wish to donate funds (e.g. water-based project by WaterWise team; NAIDOC Week wrist bands by Social Handprint team).

- The Cross Curriculum Coach or Associate Principal is to be advised of selected “Charity” or “Charitable Agency”. This is to be reported to the Principal.
- Fundraising is project-based, however Cool School Adventurer teams may utilize the assembly Market Day stalls to sell team-made/project relevant products.
- Any products sold at assembly Market Day stalls must comply with the school’s Policies particularly Anaphylaxis Policy and Promoting Health Policy and Coolbinia PS whole school Sustainability Plan.
- Fundraising activities must conform to all school policies (e.g. wearing school uniform).

4. The Yr 6/7 whole school fete may be conducted once a year to raise funds for a gift to the school. Students will participate in decision making processes to select activities and sell products that comply with the school’s Policies, particularly Anaphylaxis Policy and Promoting Health Policy, and Coolbinia PS whole school Sustainability Plan.

5. Other fundraising endeavours, outside the above contexts, require approval from the Principal. This is to avoid ongoing requests for money and associated promotional displays around the school.

## **DEFINITIONS**

1. Fundraising activities for the purpose of this policy, “fundraising activities” shall refer to school-based fundraising in accordance with definitions below.

2. “School-based fundraising” refers to all fundraising activities initiated and conducted by school staff or sanctioned by senior student leaders, under the approval and supervision of their teacher/s.

3. “Charity” or “Charitable Agency” is any organization or institution engaged in not-for-profit assistance to:

- persons in need, or such institutions set up for the care of such individuals or groups; and to
- sustain the Earth’s biodiversity.

## **PROCEDURES**

All school-based fundraising activities shall operate under the following guidelines:

1. Operate under the supervision of teachers and with the approval of the Principal.
2. Operate within all school policies, unless permission granted for otherwise (e.g. dress-up day).
3. Consider poverty-sensitive principles and the capacity of the community to support any given initiative.
4. Operate with respect for the preservation of instructional time.
5. Operate on an inclusive and voluntary basis for students, families and staff.
6. Operate with consideration for the safety and security of all parties involved.

## **PRINCIPAL**

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

Review Date: 2016