



FUNDRAISING GUIDELINES

Scope

This applies to all fundraising activities conducted on behalf of Norwood International High School (NIHS).

Fundraising includes:

- Activities that encourage the giving of money or other resources to the school other than the Materials and Services charges.
- Money-raising activities by such groups as Student Voice, Parent Groups (Rowing Club, Pedal Prix) or school initiatives and tours such as Malta Anzacs.

Examples of fundraising may include:

- fundraising by students and parent groups for a specific purpose (eg, conducting a sausage sizzle, car wash, Quiz Night to raise funds for school or club equipment)
- fundraising by the Student Voice for a specific charity (eg, out of uniform day to support an overseas aid program)
- fundraising by staff, students and parent groups (eg, through a special drive) to support a team of students involved in a tour or competition
- fundraising by staff for charity(ies) such as the “Biggest Morning Tea”
- fundraising on behalf of Governing Council for major projects

Principles

Fundraising should always be for a specific purpose that is clear and understandable to those who are being asked to make a donation and not be for any personal gain.

The timing and location of fundraising activities should be managed to ensure that one project does not detract from another or the school’s commercial activities.

All fundraising projects must be approved by both the Principal and Business Leader and prior to entering into any agreement with an external company, government agency or individual.

There must be supervision of children involved in fundraising activities.

The school recognises that it has responsibility for all monies collected in its name, and therefore, must be able to produce documentation suitable for audit. To meet financial auditing requirements:

- Any proposal to raise funds on behalf of the school is to be minuted before the fundraising event by the appropriate committee or group, or, if appropriate, by the Governing Council itself.
- Any person or group proposing to conduct a fundraising event should outline the project beforehand to the Business Leader so that a process of accountability, including money collection and receipting, can be agreed on.
- As soon as possible following the fundraising event, the amount raised is to be minuted and brought formally to the attention of the Governing Council.
- All income and expenses associated with fundraising must be accompanied by the documentation agreed beforehand with the Business Leader.



Responsibilities

Principal

The Principal is responsible for:

- Ensuring that all processes are followed.
- Has delegated authority to approve fundraising activities

Business Leader

The Business Leader is responsible for:

- Advising those wishing to conduct fundraising projects of the accountability requirements
- Accounting for all monies raised in a manner that will meet the school's auditing requirements
- Maintaining a running record that shows when fundraising activities have occurred and how much money has been raised by each activity

Any person or group proposing to conduct a fundraising event

Any person or group proposing to conduct a fundraising event is responsible for:

- Ensuring that their intention to raise funds is minuted, either in the minutes of their own group or in the minutes of the Governing Council
- Discussing accountability requirements beforehand with the Business Leader
- Documenting all receipts and expenses as agreed with the Business Leader
- Appropriate presentation of NIHS brand ie school uniform, gazebos.

Supporting Documents:

- NIHS Sponsorship and Fundraising Policy

Document Date

- December 2024

Review Date: Annually