FUNDRAISING POLICY

1.0 RATIONALE

The P&C Association seeks to provide lasting benefits to the widest number of students in a timeframe that allows most of those that have raised the funds to see the outcomes of their efforts.

The P&C Association is the appropriate authority to endorse and approve all fundraising activities to be conducted within the school community.

To ensure annual fundraising events and priorities are updated and communicated to the school community, this document will be reviewed annually at the November P&C Association General Meeting and updated as necessary to reflect decisions made throughout the year.

2.0 OBJECTIVES

2.1 To provide guidelines and procedures for all members of the school community (students, staff, parents and carers) on what fundraising activities will be endorsed and supported by the P&C Association.

2.2 To regulate the extent, size and duration of fundraising activities given the limitations for fundraising in this community.

3.0 PURPOSE OF P&C FUNDRAISING

3.1 To provide funds that will go directly into providing resources, amenities and services for all students at Highfields State School.

3.2 To provide funds for approved school projects.

3.3 To provide/allocate funds in such a way as to enhance the standing of Highfields State School in the local community.

4.0 PRIORITIES FOR FUNDRAISING BY THE P&C

4.1 The P&C Association will determine the priorities for which funds will be raised at a General Meeting of the Association.

4.2 The P&C Association in conjunction with the subcommittee will determine the fundraising activities to be supported by the P&C and endorse these activities at a General Meeting of the P&C Association in November of the year prior to the activities taking place or as necessary.

4.3 Such priorities and fundraising activities may be reviewed from time to time by the P&C and the Fundraising subcommittee and altered if necessary to reflect the needs for Highfields State School’s infrastructure, resources, amenities and services.

4.4 Current priorities for P&C endorsed fundraising activities are detailed in Schedule ‘A’

4.5 Priorities for other fundraising activities that may be considered by the P&C Association may include:

- Provision of schoolbooks and equipment
- Sporting facilities upkeep
- Music performances
- Projects that will benefit a significant number of students
• Projects that will provide a reasonable immediate benefit
• Recognition of /assistance to students representing the school at State or National level
• Other projects endorsed by the School Community

4.6 Potential fundraising activities support groups are encouraged to communicate with the Subcommittee and the P&C Executive who would seek preliminary support-in-principle through a General Meeting of the P&C Association if they feel they have a suitable project that meets the criteria for P&C approval.

5.0 CONDITIONS FOR APPROVAL BY THE P&C FOR FUNDRAISING ACTIVITIES

5.1 Principles to be applied to the decision making process for approval of fundraising activities by the P&C Association will include:

• Fundraising activities shall not be in direct competition to the Highfields State School Tuckshop.
• Fundraising activities shall not be in direct competition with other P&C fundraising activities
• Fundraising activities must reflect the ethos of Highfields State School
• Fundraising activities must be profitable
• Fundraising activities shall have an educational value and promote healthy smart food choices unless a registered red activity, and /or shall enhance the reputation of the school and/or shall promote the school to the wider community
• The number of times that any group can fund-raise will be determined during the consideration/ discussion of their initial application and as a condition of approval in order to be fair to the whole school community
• The fundraising period allocated to any group over any calendar years of 52 weeks will be based on the number of fundraising applications, number of students to benefit from the fundraising activity and other relevant factors during consideration/ discussion of their initial application and as a condition of approval in order to be fair to the whole school community

5.2 Other fundraising activities by Highfields State School students, parents / carers not endorsed by the P&C and that will not have any impact on P&C fundraising activities including the school tuckshop, will require the approval of the School Principal. These may include fundraising activities by:

• The Student Representative Council for approved school projects, charity organisation and individual school representatives
• Class groups that are part of the requirement for school excursions

5.3 Income from fundraising activities by Highfields students, parents/carers that are endorsed by the P&C and require cover from the P&C raffle permit, food permit and/or public liability insurance must be paid into the P&C account

5.4 Income from fundraising activities by Highfields students, parents/carers that are endorsed by the P&C but are not a P&C activity must be paid into the Highfields school account or other account approved by the School Principal

6.0 APPLICATION FOR APPROVAL BY THE P&C FUNDRAISING ACTIVITIES

6.1 Fundraising activities requiring approval of the P&C will be submitted to the P&C in writing by the end of the month for inclusion in the next P&C General Meeting

6.2 Such fundraising applications will clearly provide the following information:

• Purpose of the fundraising activity
• Type of fundraising activity
- Target amount to be raised
- Time period for the fundraising activity (start and finish dates)
- Location of fundraising activity (on or off campus)
- Name of adult person who will supervise/coordinate the fundraising activity
- Names of the people involved in the fundraising committee
- Expected cost of and income from the fundraising activity
- Method(s) of publicity
- Administration details for the fundraising activity
- Other approvals including approval by the School Principal for the use of any school equipment or resources on campus or off campus; any comment by the school principal; any necessary permits

7.0 FUNDRAISING GROUP PROCEDURES

7.1 All fundraising groups will need to have a staff member or parent/carer who will be responsible for the activities of the fundraising group and in particular will:
- Liaise closely with the School Principal and/or P&C Executive
- Ensure that minutes for all meetings are kept and submitted to the School Principal as soon as possible after the meeting but no later than (7) seven days after the meeting
- Ensure accurate records for account keeping are maintained and that two persons are in charge of the money at all times until it has been counted and banked
- Ensure that all monies collected are paid into the school or P&C account by the next working day and are not held by parents or other groups

8.0 FUNDRAISING INVOLVING BUSINESS SPONSORSHIP

8.1 Any arrangements will be in accordance with Department of Education, Training and Employment Policy: Advertising & Sponsorship (http://ppr.det.qld.gov.au/corp/commmark/Pages/Advertising-and-Sponsorship.aspx)

8.2 Direct sponsorship from businesses/individuals for particular events or projects is acceptable subject to approval in each individual case from a P&C General Meeting.

8.3 Because of an Education Queensland agreement with the Commonwealth Bank, no commission-based fundraising offers from other financial institutions can be accepted.

8.4 Offers from businesses (excluding financial institutions) to pay the school for referrals or custom may be accepted subject to the following conditions:
   a) The school is not required to actively promote the business; and
   b) No ‘exclusive’ deals are allowable: e.g. if one Real Estate agent has an agreement with the P&C/school, all such agents may have similar agreements.

8.5 Sponsorship agreement guidelines:

   All sponsors will be acknowledged in the school newsletter.

**Sponsorship < $250 eg raffle prize**
- Acknowledgement on all material relating to that activity

**Sponsorship $251 - $500**
- Acknowledgement on all material relating to that activity
- One free ½ page advertisement in the school newsletter

**Sponsorship of $501 - $1000**
• 4 free ½ page ads in the school newsletter. During the year of sponsorship, but at times suited to the sponsor. Sponsor must provide advertisement in printable format.

• Acknowledgement on all advertising material for the event – logo to be supplied
• If the sponsorship is for a particular event, signage at the event, to be supplied by the Sponsor and a ‘presence’ at the event, eg free market stall at the Fair
• Acknowledgement on the school website

**Sponsorship of $1,001 - $2,000**
• 8 free ½ page ads in the school newsletter. During the year of sponsorship, but at times suited to the sponsor. Sponsor must provide advertisement in printable format.

• Acknowledgement on all advertising material for the event – logo to be supplied
• If the sponsorship is for a particular event, signage at the event, to be supplied by the Sponsor, including a banner on the school fence in the week leading up to it if this can be supplied, and a ‘presence’ at the event, eg free market stall at the Fair
• Acknowledgement on the school website

**Sponsorship of over $2,000**
• By agreement
### 2014 APPROVED FUNDRAISING SCHEDULE

<table>
<thead>
<tr>
<th>TERM</th>
<th>ACTIVITY</th>
<th>DATE</th>
<th>RED FOOD ACTIVITY</th>
<th>TARGET FOR FUNDS RAISED</th>
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<tr>
<td>1</td>
<td>Food Day</td>
<td>TBA</td>
<td>✓</td>
<td>Retail Equipment</td>
</tr>
<tr>
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<td>Disco</td>
<td>14 March 2014</td>
<td>✓</td>
<td>P&amp;C Projects 2014</td>
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<td>Fun Run</td>
<td>3 April 2014</td>
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<td>P&amp;C Projects 2014</td>
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<td>2</td>
<td>Food Day</td>
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<td>✓</td>
<td>Retail Equipment</td>
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<tr>
<td></td>
<td>Mother’s Day Stall &amp; Raffle</td>
<td>7 &amp; 9 May 2014</td>
<td></td>
<td>P&amp;C Projects 2014</td>
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<tr>
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<td>Chip Van (Sports Day)</td>
<td>25 &amp; 26 June 2014</td>
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<td>Retail Equipment</td>
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<tr>
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<td>Pie Drive</td>
<td>May / June</td>
<td></td>
<td>P&amp;C Projects 2014</td>
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<td>Crazy Hair Day</td>
<td>27 June 2014</td>
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<td>Chaplaincy</td>
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<tr>
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<td>To be advised</td>
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<td>School Representative Support</td>
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<tr>
<td>3</td>
<td>Food Day</td>
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<td>Retail Equipment</td>
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<tr>
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<td>Disco</td>
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<td>Father’s Day Stall &amp; Raffle</td>
<td>3 &amp; 5 Sept 2014</td>
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<td>P&amp;C Projects 2014</td>
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<td>ONGOING</td>
<td>Apple Juice</td>
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<td>Chaplaincy</td>
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<td>Cookbook</td>
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<td>P&amp;C Projects 2014</td>
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</table>

Schedule approved by P&C Meeting

DATE:

PRESIDENT’S SIGNATURE:
**APPLICATION FOR APPROVAL FOR SCHOOL FUNDRAISING ACTIVITIES**

Key Contact person for the activity: __________________________

Complete the following application as thoroughly as possible.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>YOUR APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will the funds raised be used for and who will benefit?</td>
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<tr>
<td>Name/Type of fund–raising activity</td>
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<tr>
<td>Target amount to be raised (if known)</td>
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<tr>
<td>Time period for the fundraising activity (start &amp; finish dates)</td>
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<tr>
<td>Location of fundraising activity (on or off campus)</td>
<td></td>
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<tr>
<td>Name of person/people coordinating the event</td>
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<tr>
<td>Expected costs of, and income from, the fundraising activity</td>
<td>Costs:</td>
</tr>
<tr>
<td></td>
<td>Income:</td>
</tr>
<tr>
<td>Method(s) of publicity</td>
<td></td>
</tr>
<tr>
<td>Name of person who is going to keep accurate records of accounts.</td>
<td></td>
</tr>
<tr>
<td>Name of the two people in charge of the money at all times until it is banked.</td>
<td></td>
</tr>
<tr>
<td>Name of person who is going to bank the money into the designated account within 24 hrs or give to P&amp;C Treasurer.</td>
<td></td>
</tr>
<tr>
<td>Seek Principal’s approval of fundraising activity</td>
<td>Principal’s Signature:</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
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<tr>
<td>Seek P&amp;C Approval of fundraising activity</td>
<td>P&amp;C Executive</td>
</tr>
<tr>
<td></td>
<td>APPROVED</td>
</tr>
<tr>
<td></td>
<td>NOT APPROVED</td>
</tr>
<tr>
<td></td>
<td>Reasons:</td>
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</tbody>
</table>