



Fundraising Policy

Fundraising Policy

1. Context

- 1.1 Swanlea School recognises fundraising as a legitimate activity, undertaken at our school and based on our values.

2. Definitions

2.1 Fundraising Activities

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

2.2 School-Based Fundraising

For the purpose of this policy, “school-based fundraising” refers to all fundraising activities initiated and conducted by school staff or sanctioned student groups, under the approval and supervision of the Headteacher.

2.3 Charity or Charitable Agency

For the purpose of this policy a “charity” or “charitable agency” is any organisation or institution engaged in non-profit assistance to the poor, distressed, or persons in need, or such institutions set up for the care of such individuals or groups.

2.4 Due Diligence

The member of staff has taken all reasonable steps (including google searches/ organisation’s website) and is confident that the charity upholds and promotes Swanlea Values and is registered with the Charity commission.

2.5 Community Project

For the purpose of this policy, a “community project” is an activity that promotes the educational, philanthropic, or other work for the betterment of the local, regional, national or international country.

3. Procedures

- 3.1 A minimum of 3 weeks’ notice must be given for a fundraising activity. The attached form needs to be completed and sent to the relevant Deputy Headteacher.
- 3.2 Agreement in writing must be obtained from the Finance Manager – this must explain how the money is to be collected (all money collected must be handed into the Finance Office on a daily basis).
- 3.3 All school-based fundraising activities shall operate under the same guiding principles.
- 3.4 **All fundraising shall:**

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- Operate under the approval and supervision of the relevant Key Stage Deputy Headteacher.
 - Be accounted for in accordance with procedures established by the Business and Finance Department;
 - Consider poverty- sensitive principles and the capacity of the community to support any given initiative.
 - Operate with respect for the preservation of learning time.
 - Operate on a voluntary basis for students and families.
 - Operate with consideration for the safety and security of students.
- 3.5 Funds raised should complement and not replace public funding for education.
- 3.6 Fundraising shall not be conducted for providing instruction, basic education items, or any items required for course completion.
- 3.7 Students shall not be excluded for an event or program based on lack of involvement in fundraising initiatives.
- 3.8 Fundraising objectives shall be developed in advance of the fundraising activity.
- 3.9 Fundraising activities shall not require students to listen to or read commercial advertisements.
- 3.10 An annual summary of fundraising activities should be reported to the Community sub-committee of the Governing Body

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Fundraising Policy - **Swanlea School** APPLICATION FORM

NAME: _____

DATE: _____

NATURE OF THE ACTIVITY/OUTLINE:

PROPOSED DATE OF ACTIVITY (& timeframe):

APPROXIMATE ANTICIPATED PROFIT:

IS THE ACTIVITY *(Please circle one)*

INDIVIDUAL

TUTOR GROUP

YEAR TEAM

OTHER (please explain)

IS THIS ACTIVITY LIKELY TO BE *(Please circle one)*

REGULAR

ONE-OFF ACTIVITY

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**PLEASE SPECIFY THE CHARITY/ORGANISATION TO WHICH THE FUNDS WILL BE DISTRIBUTED.
INCLUDE THE DUE DILIGENCE THAT YOU HAVE UNDERTAKE TO ENSURE THAT THE ORGANISATION UPHOLDS AND PROMOTES SWANLEA VALUES**

IS THERE AN ON-GOING COMMITMENT TO THIS CHARITY/ORGANISATION?

YES NO

ADDITIONAL INFORMATION

APPROVED / NOT APPROVED IN WRITING BY THE RELEVANT KEY STAGE DEPUTY HEADTEACHER

Name _____ **Date** _____