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## Fundraising Policy

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### 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:**

# Fundraising Policy

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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:

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PROPOSED DATE OF ACTIVITY (& timeframe):

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APPROXIMATE ANTICIPATED PROFIT:

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IS THE ACTIVITY *(Please circle one)*

INDIVIDUAL

TUTOR GROUP

YEAR TEAM

OTHER (please explain)

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

REGULAR

ONE-OFF ACTIVITY

## Fundraising Policy

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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**

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

YES      NO

**ADDITIONAL INFORMATION**

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

Name \_\_\_\_\_ Date \_\_\_\_\_