



LONG BAY COLLEGE

Care, create, excel

FUNDRAISING POLICY

JUNE 2020

POLICY:

Fundraising will be undertaken in a co-ordinated manner.

PURPOSE:

- To support the co-ordination of fundraising within the school to ensure minimal disturbance to school purpose and culture.
- To ensure that moneys raised within the school community are used for the benefit of the school and its students or a school nominated charity.

PROCEDURE:

- Permission to organise a fundraising project must be obtained from the Deputy Principal Logistics.

This policy should not be reviewed for another three years.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

| New/Reviewed | Tabled | Adopted | Signed |
|---|---------------|----------------|---------------------------------------|
| Draft tabled at Board of Trustees Meeting and adopted | 4/4/05 | 3/5/05 | By Andrew Stewart, Board Chairperson |
| Under review 20/3/07 and 24/4/07 and 15/5/07 | 22/5/07 | 22/5/07 | By Richard Griffin, Board Chairperson |
| Under review 19/5/09 | 2/6/09 | 7/7/09 | By Rob Gosling, Deputy Chairperson |
| Under review 2/8/2011, referred back to next Sub Committee meeting on 30/8/11 | 4/10/11 | 8/11/11 | By Rob Gosling, Chairperson |
| Under review 19/11/13 | 4/2/14 | 4/3/14 | By Robyn van der Sande, Chairperson |
| Under review 7/3/17 | 4/4/17 | 2/5/17 | By Robyn van der Sande, Chairperson |
| Under review 5/5/2020 | 5/5/2020 | 2/6/2020 | By Kevin de Jong, Chairperson |

LONG BAY COLLEGE FUNDRAISING APPLICATION

(For application form: go to Office 365, LBC Admin Documents, LBC Forms, Fundraising)

| |
|---|
| <i>Group that is fundraising:</i> |
| <i>Name of person putting in this application:</i> |
| <i>Date submitted:</i> |
| <i>Outline of fundraising activity that we are proposing:</i> |
| |
| <i>Purpose of the fundraising activity:</i> |
| |

| | | | |
|--------------------------------|--|---------------------------------|--|
| Fundraising start date: | | Fundraising finish date: | |
|--------------------------------|--|---------------------------------|--|

Event information *(if applicable – for one off events e.g., a dinner or dance event)*

| | |
|---------------------------------|--|
| Event: | |
| Date event to be held: | |
| Location: | |
| Start time: | |
| End time: | |
| Name of Event organiser: | |

Contact details of Event organiser

| | |
|-------------------------------|--|
| Phone (Hm, Wk or Mob): | |
| Email address: | |

Monies

| | |
|------------------------------------|--|
| Target Total: | |
| Method of money collection: | |
| Banking/storage procedures: | |

Approved/Not Approved: Deputy Principal: _____ Date: _____

Copies of approved form to: Organising Teacher/Deputy Principal/Business Manager