



## Fundraising Policy

### **Rationale:**

The purpose of this policy is to provide information and guidance to people fundraising using the name of the school.

Fundraising undertaken in the name of the school or a group from the school will have clearly defined controls and measures.

1. All fundraising must be approved by the Principal.
2. All fundraising requiring written submission will be checked by the Principal or his/her delegate.
3. A record of approved fundraising activities will be kept.
4. All fundraising will be monitored through the normal financial checking systems of the school.
5. Funds raised from fundraising activities carried out in the name of the school cannot be repaid to individuals because they are funds raised for the trip rather than for individual participants.
6. Fundraised money must be used for the original purpose approved, or, have an alternative purpose approved by the Principal.

Approved: 8 November 2021

Signed: \_\_\_\_\_

Adrian Paterson  
BOT Chair

Signed: \_\_\_\_\_

Kathy Paterson  
Principal