



FUNDRAISING POLICY & PROCEDURES

Policy created:

Policy first adopted:

Signed chair of Governors:

Re-adopted & signed:

Consultation with SLT - 19 June 2014

Consultation with staff - 20 June 2014



FUNDRAISING POLICY AND PROCEDURES

Fundraising and Sponsorship

Financing of equipment and services from funds outside the college's normal revenue budgets is increasingly important in maintaining the quality of education for our students.

The majority of these funds come from voluntary donation, fundraising initiatives or sponsorship.

Fundraising is seen by Oak Grove College as a legitimate means of improving the school's ability to purchase goods, equipment or services, which are not available within capital or revenue budgets. For the public donating cash or equipment, or actively raising funds is seen as a positive way of supporting the college.

The Governing Body is responsible for ensuring that:

1. Correct procedures are in place and followed for fundraising activities,
2. Expenditure is properly validated,
3. All funds raised are properly accounted for and audited,
4. The money is expended in accordance with the objectives agreed with the fundraisers.

Approval of Fundraising:

Fundraising activities will be recognised so long as they are generally within the strategic direction of the College's business plan. Fundraising by staff must be approved in advance.

All fundraising by college staff should be approved before it commences, according to the following criteria:

All fundraising inside (e.g. sale of donated goods) or outside the school, (e.g. collections outside college premises, appeals to the media or industry), must be approved by the Business Manager regardless of the sum involved. The Business Manager will report such approvals to the Governing Body.

In the event a member of staff becoming aware of an external body fundraising on behalf of the College, he/she should notify the Business Manager so that the fundraising can be approved (if this has not already occurred) and the College can formally accept the donated cash or equipment.

In the event that funds are raised or donated to the College for purposes outside the business plan, the College may decline to accept the donation, but would encourage the donor/organiser to allow the donation to be used for more appropriate purposes.

Submissions for approval of fundraising (whether by members of staff or external bodies) should include the following detail:

- Scheme for which funds are to be raised;
- How the funds will be raised (collections, raffles, appeal, etc);
- Capital cost of the scheme;
- Revenue cost of the scheme;
- Proposed source of funding if any cost additional to that covered by fundraising;
- For equipment; proposed source of eventual replacement and timescale.
- Any necessary Risk Assessments carried out
- Timescale
- Insurance

Class and Year enterprise projects linked to curriculum objectives may fall outside the remit of this policy, but staff should talk to the Business Manager to ensure school financial procedures are maintained. This will apply to small scale fundraising ventures, e.g. Support for an external charity.

Funds Raised:

- All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness
- All funds received must be given to the Finance Office to be recorded, counted and banked (two people must be present when counting funds) in line with the WSCC financial regulations
- Fundraisers must not exploit their position for personal gain
- Fundraisers shall adhere to all policies and procedures adopted by the Governing Body. Donors have the right to obtain complete and timely information on how their funds are used
- All funds raised will be used for the purpose for which they were raised and within a set timeframe
- In case of a cancellation of event; donors will be informed and they must agree to a change of use of funds or change of timescale or return to donor
- Publicity and promotional activities are to be truthful and non-deceptive with a clear statement of use

The Fundraising Policy represents a commitment to the highest standards of good practice and ensures that all fundraising activities are open, legal and fair.

Anyone having concerns regarding the college fundraising schemes should discuss these initially with the Business Manager. The Business Manager will report regularly to the Headteacher and Governing Body regarding all fundraising issues.

This policy will be reviewed at least three yearly and upon significant change of circumstances.

Signed _____ Chairperson of Governors Date _____

Signed _____ Headteacher Date _____