

Rationale

Fundraising enables the Mitcham Girls High School community to raise funds for local, national or global causes. Clear policy and consistent protocols are fundamental to successful fundraising ventures and ensures that all aspects of the venture are considered and acted upon by the individuals or groups involved. Student fundraising enables students to connect with the wider community, develop leadership and organizational skills, and social awareness. All fundraising operates within the context of our guiding principles:

- Respect
- Excellence
- Global Citizenship

Aims

The Aims of the Fundraising Policy:

- Support the Vision, the Guiding Principles and the Goals of the school.
- Develop a community that promotes and supports fundraising ventures.
- To ensure that all fundraising takes place under the auspices of the Governing Council and is approved by the Principal or nominee.
- To ensure approved fundraising activities are viable and achievable by the applicant or applicants.
- To ensure all fundraising is legal and ethical and, where applicable, must meet the requirements and guidelines set out by the Australian Taxation Office and the Department for Education and Child Development.
- To ensure all fundraising be connected directly to the school or a school based authorised activity.

Implementation

Governing Council Fundraising

Fundraising activities for whole school resources such as shade, seating, school facilities, etc., will be undertaken by a committee to be known as the Governing Council Fundraising Committee (which is to be chaired by a member of the Governing Council and includes student representation).

Any such fundraising activity proposed by the said committee:

- must be approved by the Governing Council
- should not involve girls at the school selling items to one another within the school
- should not involve staff, parents, students or any member of the community selling food or beverages at MGHS between the hours of 6:00 am and 3:30pm.

School Fundraising

Fundraising activities undertaken by students must be approved by the Principal or nominee and supervised by a member of school staff.

Any such fundraising activity:

- must not occur during lesson time, unless negotiated with and approved by the Principal or nominee
- should not involve staff, students or any member of the community selling food or beverages between the hours of 6:00am and 3:30pm.
- should follow the process outlined in the "Procedures for Student Fundraising" Form.

External fundraising activities not connected to the school cannot be undertaken on school grounds.

Evaluation:

This policy will be reviewed in consultation with the school community as part of the school's review cycle.

Mitcham Girls High School

Procedures for Student Fundraising

Class or Group involved _____

Staff Supervisor _____ **Signature** _____

Students _____

Description of Activity _____

Money Raised for _____

Address of charity: _____

Date and Time of Activity: / / Recess Lunch Other

STAFF AND STUDENTS INVOLVED MUST ENDEAVOUR TO CAUSE MINIMAL INTERRUPTION TO THE LEARNING PROGRAM TO SET UP, CONDUCT AND CLEAN UP EVENTS

Procedures:	Signature Of:	Date:
1. Obtain approval from Principal	Principal :	/ /
2. Obtain approval from the relevant Manager/teacher	Manager/teacher:	/ /
3. Inform Finance Officer*	Finance Officer	/ /

Tasks	Completed
<u>Location</u> Book venue through Daymap at Student services (if applicable) Negotiate with relevant staff for the use of school facilities, e.g. PAC, Gym, etc. Negotiate with relevant staff for the use of any specialist equipment, e.g. PA System, projector, etc. Negotiate with relevant staff to supervise activity	
<u>Promotion</u> Prepare and circulate notices to students and teachers through student services. Any promotional posters must be on pin up boards only (not on wall) and removed after the event.	
<u>Equipment and Merchandise</u> Organise the purchase of any items or merchandise required to facilitate the activity. Ensure that any equipment required is available and serviceable, e.g. tables, mats. Clean up and return all equipment after use.	
<u>*Finance</u> Arrange floats and payment details with Finance Officer two weeks in advance. All money is to be given to Finance Office for counting. A cheque will be sent to the charity. If charity tins are to be used they must be counted then returned to the charity by the supervisor.	
<u>Visitors</u> Any visitors or guests to the school are to sign in at the Front Office and wear a visitor's badge.	
<u>Outside School Events</u> Any activity conducted outside the school requires the usual consent procedures. (Speak to the teacher in charge of the subject or program). For some activities, (eg going to a relevant place to "donate blood" or doing community service) students must be supervised by the subject or teacher.	

Return this completed form to the Principal	All Tasks Completed / APPROVED <input type="checkbox"/> Yes Entered on calendar <input type="checkbox"/> Yes
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