



Related Policies

Sponsorship

Purpose

To provide a framework for ethical and effective fundraising at St Francis Xavier College that will strengthen links to charity organisations in the community, with a focus on the Belconnen region, and to provide support for these organisations in keeping with the College's vision of living the truth by being Christ-present to others.

Policy

The College will fundraise to support charities and activities that are compatible with the College vision and mission. A preference will be given to charities that are based or do their work in the Belconnen community.

All fundraising activity undertaken within the school or on behalf of the school must:

- Comply with relevant Legislative Acts and College policies
- Be approved by the College Executive
- Adhere to healthy food options and health policies, including but not limited to allergy and anaphylaxis
- Not materially alter the College uniform unless the approved activity involves a uniform free day
- Ensure all funds raised are banked to the College's account
- Reflect the values of the school and the ethos and teachings of the Catholic Church, and
- Enhance educational outcomes for students, or
- Contribute to the development of students as responsible, empathetic citizens.

Fundraising activities can provide:

- Financial support,
- Awareness about the charity in the College community, or
- Volunteering assistance.

In considering a request to approve a fundraising activity under this policy the College Executive will consider:

- The nature of the proposed activity and how it will be carried out.
- The risks the activity exposes the College or the public to and how they will be managed. Risks can be reputational or physical.
- The legal requirements that may be required in terms of permits or licences and how they will be complied with.
- Transparency and accountability around the activity and ensuring the funds raised for the activity will be greater than the costs to undertake it.
- Where a charity is involved the Charity's purpose and reputation.
- The issue of equitable distribution of fundraising activity across the College and the number of other events that may be proposed around the same time.
- The financial burden the activity will put on students, parents and the College community.
- The purpose for which the funds are to be used and the expected benefits.
- The commitment and capacity of the organising group to conduct the activity or event effectively.



Whole School Fundraising

Whole school fundraising is an activity or event that is aimed at or affects the entire College, not just a group within the school.

Whole school fundraising will be aimed at specific charities selected and approved annually by the College Executive. Staff and students, through the Senior Leadership Team and/or the Assistant Principal Student Wellbeing, may make submissions for specific charities to be supported.

The only fundraising activity permitted at school during Lent is to be for the benefit of "Project Compassion" run by Caritas. This applies to all fundraising during Lent by both staff and students.

Five major whole school fundraising activities each year will be assigned to each of the College's five Houses. The House Leaders, with the support of the Year 12 Senior Leadership Team, will be responsible for organising, publicising and managing the event and will present the proceeds of the appeal to the Charity at a whole school assembly. A record of all charities supported by whole school fundraising will be maintained by the Assistant Principal of Student Wellbeing.

Year and Extra-Curricular Group Fundraising

At times different Year groups or extra-curricular clubs may want to support a specific cause. Students representing these groups are to submit a proposal to fundraise with the relevant Year or Study Coordinator who will then ask the Assistant Principal Student Wellbeing to seek approval from the Executive.

Individual Fundraising

Individual students and staff are not permitted to fundraise within the College community without the permission of the College Executive. Applications for individual fundraising are to be submitted to the Assistant Principal Student Wellbeing for consideration by the College Executive.

It is generally accepted that students will not sell chocolates or lollies at school as a fundraiser. Students will generally not be permitted to fundraise for sporting teams or competitions at school and will be encouraged to seek support via school sponsorship.

The sorts of activities that the College may support include situations where students:

- Are participating in events where they are seeking sponsorship to support an approved charity, such as Shave for a Cure or Relay for Life.
- Are participating in a social justice activity that aligns with the College's vision and mission.

Students are not permitted to fundraise on behalf of siblings unless they also attend the College and the event or activity meets the above criteria.

Staff who wish to sell chocolates/lollies as a fundraiser, must first obtain approval from the Assistant Principal Student Wellbeing. Such fundraising should be limited to staffroom areas and are not to be available for purchase by students.

The College will not take responsibility for any funds collected and reminds individuals of the need for security of any monies collected.

Definitions

For the purposes of this Policy:

Charity means

Donation or gift is a gratuitous transfer of money, goods or services to the College or a representative of the College that places no obligation on the College to provide anything in return to the donor. The school may choose to acknowledge the donation but is under no obligation to do so. There should be no requirement to enter into an Agreement in order to accept a donation or gift.



Fundraising is a deliberate activity to raise funds or other resources to support the College purposes and identified charities.

Sponsorship is the purchase of the right to associate a sponsor’s name, products or services with a school in return for negotiated benefits. Sponsorship may be financial or in-kind and may be subject to GST. All sponsorship discussions and agreements are between the College Principal or their approved delegate and the sponsoring party.

Procedure

Forms

Fundraising Proposal Form

Information

Policy Number	
Version	1
Audience	Staff, Students, Parents
Category	Pastoral Care
Effective Date	August 2020
Review Date	August 2025
Responsible Officer	Assistant Principal Student Wellbeing
Approved By	College Community Council