



ST GERARDS SCHOOL

LOVE-aroha ai... LEARN-ako ai... GROW-tipu ai

St Gerard's School Fundraising Procedure

In everything I did, I showed you that by this kind of hard work we must help the weak, remembering the words the Lord Jesus himself said: 'It is more blessed to give than to receive.

Acts 20: 35

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>BOT recognises the need to fundraise to support whole school programmes or resourcing as well as individual parent/ student fundraising toward school camps.</i></p> <p><i>The BOT wants to have clear directions to the community of the</i></p>	<p>Human Rights Act 1993</p> <p>Privacy Act 1993</p> <p>Charities Act 2005</p>	<ul style="list-style-type: none"> • Money raised from fundraising will directly benefit the children of St Gerard's school, St John the Baptist parish &/or identified charities. • The St Gerard's PTA may hold whole school fundraising events for the benefit of identified areas that support student teaching and learning inline with the strategic goals of the school. This will take place with support of the BOT and school community. Where possible, the reason for the fundraising will be identified before the event. • Student groups may hold small fundraising events for identified needs or for identified charities. The reason for the fundraising must be clearly identified before the event. • The Enviro Group may fundraise for the purpose of supporting or developing identified environmental projects, either within school or the larger community. 	<p>BOT</p> <p>PTA/BOT</p> <p>Staff</p> <p>Enviro lead teacher</p>

process involved with fundraising.

As a Catholic community our discipleship calls us to reach out to the broader community helping those in need. The Board recognizes the need to offer students opportunities to develop a sense of mission and social justice through raising funds for approved Catholic charities.

All fundraising must fit with the school values and Charter.

- Individual parents may work to fundraise as part of a fundraising committee established each year for student camps. The fundraising committee will be established in term 1 for fundraising to take place in term 2 only. The PTA will withhold any school-wide fundraising in term 2. Requests outside this time frame must be agreed to by the PTA.
- The Principal, PTA , Enviro group and camp fundraising committee must ensure that the level of fundraising does not become a burden to the community and offers inclusive opportunities for individuals to participate.
- Caritas will be the major charitable fundraising receiver, however, individual charities, may at times, be chosen by the school leadership team for support.

Money from fundraising

- **PTA** raised funds will be held by the PTA in their account and be identified in their financial records. Money must be paid out from this account according to motions passed at meetings. The Principal & a staff representative are members of the PTA.
- **Enviro group** funds will be held in the school Enviro ledger and administered by the lead teacher of Enviro and members supporting this group within the school. Money will be identified within the school accounts.
- **Student group** funds will be held in an agreed ledger pertinent to the fundraising event. Money will be identified within the school accounts.
- **Camp Fundraising committee-** Money will be collated by the fundraising group and a list of parent credits will be given to the Office Administrator. This will equal the amount banked.
- Individual amounts are credited to relevant families accounts by the office administrator
- The maximum balance of any credit is \$500 per student .(Refer to Money Management procedure)

Staff/ camp fundraising committee

PTA treasurer

Enviro lead teacher

Office administrator

Camp fundraising committee/ office administrator

Principal