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| Policy Type | School |
| Last Review | 2022 |
| Next Review | 2025 |

Fundraising

Chosen Bible verses

Psalm 33:1. "How good and pleasant it is when God's people live together in unity"

Phil 2:4. "Do not merely look out for your own personal interests, but also for the interests of others."

Prov 14:23. "All hard work brings a profit."

Rationale

1. The Government funds the school's core curriculum costs.
2. The Cornerstone Fundraising Group (CFG) exists to raise funds for school purposes that complement, not replace, public funding for education.
3. All fundraising activities should support student achievement and not detract from the learning environment.
4. The purposes for which funds are collected must be consistent with the school board's mission and values.
5. Where staff, students or parents want to raise funds for non-core curriculum costs, e.g. sports teams, trips, missions or school assets, the fundraising must be managed in order to guard against school families being burdened, local businesses being repeatedly approached and/or competing desires leading to division in the school community. For these reasons, the BOT has delegated all fundraising to the CFG.

Aims

To ensure that fundraising is managed positively and effectively. Fundraising is solely for the purpose of supporting learning at Cornerstone Christian School and is under the direction of the CFG.

Guidelines

- All fundraising in the school is delegated to the CFG in consultation with the principal.
- All money raised by the CFG belongs to the CFG and is held in its own bank account, and this is not controlled by the Principal or Board of Trustees.
- The CFG will have autonomy to act and make decisions about the allocation of funds decided at regular (monthly) meetings, however there must be agreement between the CFG, Principal and Board around use of funds raised by the CFG. Unless specifically excepted after consultation between the CFG and BOT, the CFG has no right to spend their funds on, say, an adventure playground, when there is a clear and expressed wish from the Principal or Board of Trustees that a core strategic goal in the annual plan is to improve library resources. The key here is open lines of communication between the CFG, Principal and Board of Trustees. Where disagreement occurs, the Board of Trustees has veto authority.
- There are four key areas where the CFG is seeking to support learning in the school community. These are: Sports, EOTC, The Arts, and Technology.
- No money raised by the CFG is subject to audit along with the Board of Trustees' money. Any funds raised by the CFG becomes the Board of Trustees' money only when it is given to the Board of Trustees. Any money given should be as an unconditional gift to avoid GST implications.
- For clarity: any event that is run on school premises, in school uniform or under the school's identifying logos or name is inherently a school event. Such events are under the direction of the school senior leadership. The CFG must obtain the permission of the Board of Trustees to use the school name and/or school buildings / grounds for their activities.

- Sponsorship is under the fundraising umbrella if it involves approaching businesses, organisations or groups of individuals (not including family members) for assistance. The executive officer (only) has the authority to put in grant applications outside of this instruction (and will inform the CFG accordingly).
- No funds can be sought via gambling and gaming institutions or via tobacco or alcohol promotion. The CFG are happy to endorse the use of raffles however there can not be a cash prize on offer. Goods or a Visa/Prezzy card (or similar) are acceptable.
- Submission of community grant applications is directly considered to be fundraising.
- Missions fundraising is either organised by the student council or by a staff member or their delegate as below (and will seek permission from the CFG accordingly).
- No fundraising event may occur in the school without the correct documentation (below) going through the correct process (below).
- No advertising of events is to occur prior to the authorisation form below being endorsed.
- Students are not to be left in charge of cash, but may handle cash under the direct oversight of admin staff
- In addition to fundraising, various elements of the schooling community may seek funds from the CFG via a grant process using the form below.

Examples of Unacceptable Uses of Fundraising Proceeds

- Items that are funded through the allocated budget of the Cornerstone Christian School Board of Trustees including, but not limited to learning materials and textbooks
- Building renewal, maintenance, or upgrades normally funded through the school cyclical maintenance grants such as structural repairs, painting, sanitation, emergency repairs, or replacing flooring due to wear and tear
- Infrastructure improvements which increase the student capacity of Cornerstone Christian School (e.g. a new classroom)
- Goods or services for employees, where such purchases would contravene the Education Act or the School Boards by-laws regarding conflict of interest
- Staff training for professional development including support for teacher attendance at professional development activities
- Administrative expenses
- Support for political activity, groups or candidates

Examples of Acceptable Uses of Fundraising Proceeds

- Assistance fund (for example: a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip for students who cannot afford it)
- Purchase of additional supplies, equipment or services not funded specifically through school board budgets (for example: band equipment, specialised athletic equipment)
- Trips or other excursions (for example: regional, national, or trips abroad)
- Guest speakers or presentations
- Ceremonies, awards, plaques, trophies or prizes for students
- Establishment of scholarships or bursaries
- Extracurricular activities and events (for example: travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs)
- School improvement projects (for example: playground equipment, shade structures, gardens, greening initiatives)

- Upgrades to Board or Community owned school facilities that do not increase the student capacity of the school
- Upgrades to sporting facilities (for example: running tracks, specialised recreational facilities, installation of artificial turf and scoreboards)
- Technology investments which complement and do not replace existing school board allocations

Fundraising must be Voluntary

- All students and staff are welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community and school board.
- Participation in fundraising activities is strictly voluntary for staff and students. Parental consent is required for student participation for students under the age of 18.
- Privacy should be respected. The personal information of staff, students or other individuals should not be shared for the purposes of fundraising without prior consent.

Consideration of Safety

- The safety of students must be a primary consideration in all fundraising activities.
- In addition to parental consent, student fundraising activities require supervision and should be age appropriate.

Procedures

General fundraising

If a group of parents, students and/or staff members wants to raise funds for a non-missions related project, the following steps will be taken:

- 1 The below form will be filled out and submitted to the CFG chair a minimum of 1 week before the CFG meeting (generally, the first Tuesday of every month).
- 2 The chair will consult with the Principal (who may at times choose to further consult with the Senior Leadership Team), to ascertain whether the fundraising goal is one that is considered beneficial to children's learning and whether it is considered a high priority by school leadership.
- 3 The CFG will communicate its decision (approved or declined) to the person making the application, within one week of the meeting.

Grant Application

A grant application form is to be submitted to the CFG no later than 1 week prior to the next CFG meeting and the application will be discussed by the CFG and assessed against the various criteria listed in these guidelines. The applicant will ordinarily be informed within 1 week of the meeting of the decision made. The CFG are able to decline, partially approve or approve the funds in full. The CFG may suggest the applicant consider some fundraising activities or seek sponsorship as a way to offset some of the costs requested.

Missions specific fundraising – student led

If a student or group of students wishes to raise funds for a missions related project, the following steps will be taken:

- 1 The student or a member of the group of students will notify the prefect responsible, in writing/email, of the desired fundraising goal.
- 2 The prefect, in consultation with the deputy principal of secondary, will decide whether the missions related fundraising goal is considered a high priority, what fundraising avenues, e.g. sausage sizzle or coin trail, will be the preferred means of fundraising and when they would like for the fundraising to occur.

- 3 The prefect responsible will seek authorisation from school management for the venture through the senior leadership team (SLT).
- 4 The SLT will email a proposal to the CFG chairperson to ensure that the fundraiser does not conflict with other fundraising events.

Missions specific fundraising – teacher led (e.g. mufti days and pink shirt days)

If a staff member wants to raise funds for a missions related project, the following steps will be taken:

- 1 The staff member will seek the support of school management for the venture through the Principal.
- 2 The Principal will inform the CFG chairperson by email to confirm there are no clashes with existing fundraising events.

How funds will be managed

- Fundraising should have a designated purpose and the net proceeds should be applied as intended. Should the intended purpose not be met, the net proceeds of fundraising are not able to be allocated to any party and must either be refunded to the giver or applied to the school's programme as indicated in the approved fundraising proposal.
- Fundraising activities are to be developed and organised with advice and assistance from the school community, including students, staff, parents, parent involvement committees and community organisations.
- A fundraising activity must not result in any staff, student or volunteer benefiting materially or financially from the activity.
- Students, parents, school boards and the broader school community must be informed as to how fundraising proceeds, fees from school activities and corporate donations are used. The intent of any donation should be clearly communicated to contributors to ensure the monies can be recorded appropriately and to address any accounting implications.
- Teachers and students are not to hold school related sums of cash – this is for their protection. Where possible funds should be handled through the online app MyKindo.
- The school office also should not handle any fundraising money. The CFG must make other arrangements to collect funds at the school office if needed.
- The proceeds of fundraising will not be banked into school accounts and therefore the school will not be responsible for this.

Fundraising Application Form

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|---|---|
| Date Form Submitted | |
| Event Name | |
| Person in Charge | |
| Date, Time and Location | |
| Purpose (what is the fundraising for?) | |
| Are you applying for funds from CFG or wanting to apply for a grant from a Trust? | <input type="checkbox"/> Funds <input type="checkbox"/> Grant from a Trust |
| Please describe the fundraising activity (including items which are sold) | |
| How much money is hoped to be raised? (estimate) | |
| Expenses related to the fundraising (receipts will need to be attached; these may require reimbursement from the CFG. Where possible, reimbursements should be taken out of gross income) | |
| How will the money be collected? | |
| Procedures for cleaning up afterward | |
| Support requested from the CFG | |
| I agree to comply by all policies and procedures of the school related to this endeavour | |
| Signed (Person in Charge) | |
| Approved | Yes / No |

Signed: _____

CFG Chairperson

Principal