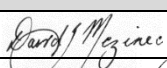
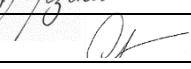
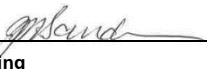
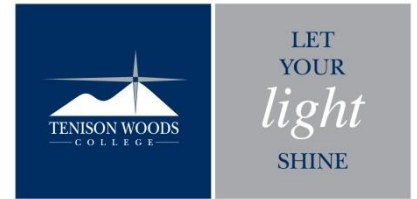


TENISON WOODS COLLEGE

FUNDRAISING POLICY

FUNDRAISING POLICY approved by:			
SIGNED (Principal or Delegate)	David Mezinac 	Date:	03.12.18
SIGNED (Board Chair)	Emma-Kate Griffiths 	Date:	25.01.19
SIGNED (Responsible Leadership Member)	Jennie Sanderson 	Date:	03.12.18
POLICY TO BE REVIEWED BY (person/role):	Director of Wellbeing	Review Date:	2021

FUNDRAISING POLICY



Context

Tenison Woods College is an Early Learning to Year 12 co-educational Catholic College formed in the tradition of its founders: St Mary of the Cross MacKillop, St. Marcellin Champagnat, Fr. Julian Tenison Woods, and Venerable Catherine McAuley. This policy recognises fundraising at the College as a legitimate activity, when and based on the values explicit in the College's Vision statement.

Philosophy

It is recognised that the benefits of fundraising must be balanced with the impact on the College community in terms of the effort involved in organisation and the financial burden on parents, carers and community.

As Catholic schools are part of the mission of the church, it is appropriate that they engage in social action and social justice activities which are both educative and practical in outcomes. Such activities should occur within the structures, ethos and teachings of the Catholic Church.

Guidelines

Each year, the Tenison Woods College community supports Caritas Australia, Catholic Charities and St Vincent de Paul Society. These agencies support different aspects of the Church's mission and their appeals are times so as not to conflict with each other during the College year.

Fundraising applications for other purposes or charities should be assessed using the following criteria:

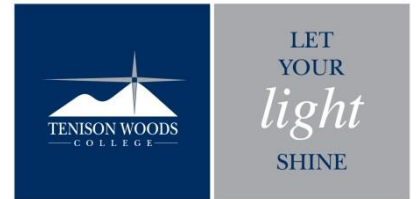
- Is the philosophy and operation of the organisation in accord with Gospel values and Catholic social teaching?
- Does the activity have an educational focus?
- Does it contribute to understanding and active participation by the students in the mission of the Church?
- Does it promote students' empathetic understanding of poverty and marginalisation?
- Does the activity comply with College Policies eg Health, Sustainability?
- Does it support the students to access school based activities at the most affordable price?
- Does it target students own sub-school?
- Is it clear that students will gain knowledge about the organisation that the fundraising is benefitting as awareness raising and fundraising are complementary?

Procedures

The process is as follows:

- An official form (attached) is to be completed and submitted to the Director of Wellbeing at least 3 weeks prior to the event.
- If the event complies with the above guidelines, is small and the date is free it will generally be approved.
- Larger events will need to be discussed with other teams within the College and the Leadership team.
- Once approved, the signed application form will be returned to the applicant and the event will be placed on the College calendar
- Any advertising material must be removed at the conclusion of the event.
- If the activity involves the sale of food, both the Canteen and Sugarloaf Café must be notified at least 7 days prior to the event. All foods provided or sold should be in line with the Healthy Eating Policy.
- If change (a float) is required, notify the Finance Assistant at least 3 days prior to the event.
- At the conclusion of the event all monies raised are required to be counted and bagged and delivered to the Finance Assistant with full details of the recipient of the fundraising.
- The amount raised should be communicated in daily notices and in the newsletter.

REQUEST FOR A FUNDRAISING ACTIVITY



Staff Name: _____

Learning Area/Team: _____

Contact Person: _____

Date of Event: _____

Class(es) involved: _____

Purpose of Fundraising: (please circle relevant group)

- Catholic Community fundraising
- School-based fundraising
- Non-Catholic Charity fundraising

Name of recipient organisation: _____

Description of Activity and the Cost: _____

If activity is food related:

- Does the activity comply with Tenison Woods College Healthy Eating Policy? YES / NO
- Have the Canteen and Sugarloaf Café been notified? YES / NO

Targeted year level/s: _____

Approved: YES / NO

Director of Wellbeing: _____

Date: _____

Entered on Calendar: _____