



## 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, Saint Frances Xavier College and Hatolia Parish, Timor Leste, Catholic Charities, the St Vincent de Paul Society and local Charities. These agencies support different aspects of the Church's mission and their appeals. During the year we broadly focus our support on:

- Term 1 Caritas Australia
- Term 2 Saint Frances Xavier College and Hatolia Parish, Timor Leste
- Term 3 St Vincent de Paul and Catholic Charities
- Term 4 Local Charities

The College welcomes fundraising requests for subject and/or faculty specific incentives or an identified need from our staff and student cohort. These fundraising initiatives would not impact on learning in the respective subject areas and would be approved by the Principal or their delegate. The below criteria and procedures would need to be met for approval.

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:

- A meeting with the Director of Wellbeing to discuss your fundraising proposal.
- Once discussed complete an EdSmart approval form. Once this passes the approval process it will added to the calendar 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.
- Any advertising material must be approved by the Director of Wellbeing.
- 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.

Fundraising Policy	Version 4.0 May 2025
Next Review	2027
Tenison Woods College	Page 1 of 1