

EVENTS AND CHARITIES POLICY

INTRODUCTION

It is recognised that the benefits of fundraising must be balanced with the impact on the school community in terms of the effort involved in organisation and the financial burden on parents/carers. 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. These should occur within the structures, ethos and teachings of the Catholic Church.

UNDERLYING PRINCIPLES

This policy will address our charities and events that occur each year at St Catherine's. It is important to document what we do and what term we do it so we can be organised and let everybody in the community know what are events are for the year ahead.

PURPOSE

Events and Charities should:

- be well planned and thought out
- have the best interests of the school community at heart
- be fair to all concerned
- be purposeful, meaningful and relevant to our school
- be able to help those in need

GUIDELINES

- Events will be clearly set out for the year
- The charities are to be organised in time for people to donate.
- A special charity should be chosen that ties in with people in our community and the needs they have
- All events are to be organised by the school and where possible in conjunction with the Parish
- Fundraising is not to be the aim of events, unless for a charity
- Charities we fundraise for are reputable and receipts are given
- Priority is given to faith-based charities such as Catholic Mission, Caritas Australia and St Vincent de Paul Society
- Money raised from events such as Sports Day, Easter Raffle, Election BBQ, Quiz nights, etc are to return to the school to be utilised for student's enrichment activities or for specific projects/families in need.
- Variations to these guidelines must be discussed with the Principal and APRIM

Fundraising may be conducted by various groups within the school community in consultation with the Principal and APRIM. These include, but are not limited to: Parents and Friends Association (P&F), Playgroup, Student Representative Groups, Sporting Representatives at National Level and St Matthew's Church. Individuals are not permitted to fundraise within the school community, but may take suggestions to either the Principal or APRIM to be considered.

The Play Group co-ordinator will liaise with the Principal regarding planned fundraising by this group and ensure these are recorded on the fundraising calendar. This fundraising is independent of the school and is to have no impact on the members of the school community that do not have children attending Forest Friends.

Fundraising by St Matthew's Parish is independent of the school. Those families that are members of the St Matthew's Parish can choose to support fundraising by the Parish if they wish.



APPLICATION

Any fundraising that targets the whole school must have School Board approval in advance. 'Whole of school' means the fundraising advertising goes out across the school, not just within an organising group. This definition applies whether the funds are used for the whole school, charities or a group within the school.

The School Board will have regard to:

- the nature of the proposed activity/event
- the purpose for which the funds are to be used and expected benefit for the school
- financial and any other impacts/obligations on students, parents/carers and school staff
- the number of other school fundraising events and their timing
- the issue of equity across the school
- the commitment and capacity of the organising group to conduct the fundraiser effectively; and where a charity is involved – the charity (ies) purpose, reputation and bona-fides

All approved fundraising activities to be documented in School Board Minutes

The below framework is the suggested schedule for Fundraising and Key Events

Term	Key Events	Term Focus Charity/Cause
1	Welcome Picnic during Week 1, Term 1 Welcome Parent night – Social Event Sports Day (money to school for designated projects)	Easter Raffle - Caritas Australia (Project Compassion)
2	School Function such as Quiz Night, Bingo Mother's Day Morning Tea School Musical (even years only)	Winter Sleep Over - St Vincent de Paul Society Themed Casual Day – St Vincent de Paul Society
3	School disco (money to school for designated projects) Father's Day Morning Tea Grandparent's Day	St Dominic's Fair (alternate years) – Catholic Mission Themed Casual Day - Catholic Mission
4	World Children's Day events End of Year Concert/Carols evening	Food Hampers - St Vincent de Paul Society

Class Representatives are also encouraged to also organise their own class social events throughout the year which are held offsite to promote community.

From time to time natural disasters or local community grief may arise and approval can be sought to hold fundraisers to support these causes.

St Catherine's School gives preferential support to Caritas Australia (Project Compassion in particular), Catholic Mission and the St Vincent de Paul Society. These agencies support different aspects of the Church's mission and they time their appeal so as not to conflict with each other during the school calendar.

FUNDRAISING LEVY

Families will be charged a levy of \$110 per family in place of major fundraising events.

Signed: _____

Name: _____



St Catherine's
SCHOOL | STIRLING

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Principal, on behalf of the School Board

Date: _____

Date Completed: V.4 Sep 2019

Date to be reviewed: 2022

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Updated: V.2 2012

Updated: V.1 2009

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