



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

FUNDRAISING POLICY

No 405

Rationale

The enhancement of school facilities may from time to time require additional fundraising activities. All such activities must be conducted within the school's financial and management protocols.

Policy Statement

The school requires that:

1. all fundraising activities are appropriately controlled.
2. all financial activities comply with standard financial management procedures of the school.
3. appropriate procedures are followed to obtain authority to carry out fundraising on the school's behalf and that practices in fundraising meet set expectations.

Policy Guidelines

1. All funds raised on behalf of students, for school approved activities or for the purchase of materials etc. becomes the property of the school and subject to school financial management processes.
2. All fundraising activities must have the principal's prior approval, applicants must use the relevant form.
3. The number and type of fundraising activities must be limited according to the principal's directions.
4. Any student involved in fundraising within the community during school time must be in school uniform and carry the appropriate authorisation.
5. Sponsorship is considered as fundraising and must have the approval of the Board.
6. Sponsorship of sports teams must meet the requirements of local school sports organisation by-laws (if applicable).
7. Management of all funds raised must meet general school procedures on financial management and accounting.
8. The Devon Intermediate Parent Link group hold a separate bank account for fundraising. All monies raised must be deposited into this account and funds used for payment of projects undertaken by the group.

Ratified by Board: 4 December 2023	Next Review: December 2026
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