

ST LUKE'S CHURCH SCHOOL



FUNDRAISING POLICY

APPROVED: Summer 2017

TO BE REVIEWED: Summer 2019

Introduction

Fundraising is becoming an increasingly important necessity to raise funds for needed items, services and programmes within the school environment as well as to raise money for charities.

But fundraising is also important for other reasons as well;

- It allows the children to feel some pride of ownership when raising money for a specific project or item in the school
- When fundraising for a 3rd party, such as charity, it teaches children to appreciate what they have and to understand that they have the ability to help others

Boosting School Funds

With ever increasing pressure on school's budgets, it is now essential that St Luke's Church School looks at alternative ways to raise money in order to sustain and further develop the enriching environment that we currently offer to our pupils.

Fundraising for school activities, projects and resources should be co-ordinated via the Headteacher or School Business Manager (SBM) to ensure that efforts are not duplicated and that the most optimum result for the school is achieved.

Fundraising currently may be conducted by various groups within the school community. These include but are not limited to:

St Luke's Parents, Teachers and Families Association
School Council
St Luke's Community Group
St Luke's Church School and individual classes and year groups

Grants

Only the school should apply for grants.

There are various grant-awarding bodies which the school might apply for.

The SBM should keep an up to date 'Wish List' compiled from requests from teaching staff , such as resources for a specific science project or outdoor project.

It is the responsibility of the SBM to monitor grant websites such as

Essex for Business <http://idoxopen4business.co.uk/essexbusiness/Register?bcr=MTIzNA>

and The Key

<https://schoolleaders.thekeysupport.com/administration-and-management/financial-management/fundraising-and-grants/>

to identify when an appropriate grant may be open and suitable to match a specific need. The value of items on this 'wish list' should be between £100 - £10,000.

Methods

Charity Fundraising

The school is keen to support a number of worthwhile charities such as Children in Need and Comic Relief with their annual fundraising events. Children and staff work together on ways to raise such funds.

School Fundraising

St Luke's PTFA

St Luke's PTFA is run by parents, and they generally organise two main events a year: Christmas Bazaar & Summer Fete. Throughout the year there are also a number of other ways in which St Luke's PTFA raise funds for the school, such as BBQ and refreshments at school events. The PTFA leaders should liaise with the Headteacher regarding these events.

At the start of each academic year an AGM is held, at which the PTFA present their financials for the previous year and the Headteacher will present a wish list of what the school would like them to fund in the coming year. Ideas for other events should be approved by the Headteacher

School Council/Community Group

Sometimes School Council, Parent Council, a class or the whole school may wish to organise a one off event to fund a specific item (for example, school grounds) such as coffee morning or sponsored event. All ideas must be approved by the Headteacher. On an on-going basis, parents, families and friends may be asked for a donation following events such as school productions.

Working with Local Businesses/ Sponsorship/ Advertising

Some businesses may be willing to sponsor events or resources. The School Business Manager (SBM) should keep an updated record of all local businesses that have been approached to prevent duplication. Before the PTFA or any other group approach a local business, they should check with the SBM and provide details of any companies they contact.

Care should be taken about approaching local companies that do not reflect the ethos of the school, eg cigarettes, alcohol or adult only businesses.

Commission

Some business will pay the school commission for using their services, such as school photo companies and school uniform providers. The school should check regularly that the service they provide is always in the best interest of the end user (the child).

Funds Raised

All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness.

Funds should be kept separate from the school budget and easily identified.

In line with the school's Finance Regulations, any funds raised in cash should be counted and verified by two different people (and paper work should evidence this). Banking procedures in the school's Financial Regulations document should be followed for all school arranged fundraising.