



NAG 4

Fundraising

Rationale – A rich and balanced education programmes are dependent on the adequate provision of material resources. Fundraising activities are required to supplement the schools operational grants.

Purpose – The purpose of all fundraising activities will be to provide teaching and learning facilities, equipment and resources in order to provide the best quality education we can, as we strive to develop confident, enthusiastic achievers.

Definition – Fundraising includes – fundraising activities from all school community activities, grants, sponsorship and donations and Home and School Committee events.

Guidelines

1. **School Donations** are a key element of the school funding. The Board of Trustees will set donations at the end of each year for the next year outlining contributions asked for from parents. The Board will place regular notices of donation levels in the school newsletter. The Principal will report on collections at each BOT meeting. Funds from donations are to be used for the educational well being of all pupils.
2. **Grants** – The Board and Principal are jointly responsible for identifying grant opportunities and making applications on behalf of the school. The Principal is to maintain a register of organisations providing grants to educational bodies or for educational purposes. The Principal is to maintain a register of grants received and for what purpose.
3. **The Home and School Committee** is the main fundraising body of the school. The Home and School Committee fundraising responsibilities are to:
 1. Take into consideration the Board’s priorities when planning annual fundraising activities.
 2. Regularly provide a report of activities undertaken and planned.
 3. Provide the Board of Trustees with an Annual Statement of Accounts.
 4. Make termly donations to the school based on the amount set by the BOT and H&S together each year.
4. **Sponsorships of any form** must be approved by the Board of Trustees.
5. **Individual Classes or School Groups** may undertake minor fundraising activities with the approval of the Principal. All monies from these activities must be accounted for through the school office.
6. **The Board of Trustees** will report annually to the community on all expenditure as required by current legislation.

Approved: 14 August 2017

Review Date: August 2020