Macksville High School would like to keep fundraising to a minimum. Permission should be gained from the Principal for all fundraising. Some general criteria that should be followed include:

1. Fundraising should not be held in school for out of school organisations. (School approved charities are an exception to this)

2. Within the school fundraising should not be for exclusive expensive excursions.

3. The organiser of fundraising is responsible for goods/cash before banking.

4. No fundraising or dealing with fundraising goods / money will be conducted during lessons or between lessons.

Funds are raised by:

1. Students
2. Faculties and staff teams
3. Sponsorship

1. Students

(a) Before fundraising proceeds, consultation should be held with the Principal through the supervising teacher, and a permission card issued.

(b) The expenditure of funds raised should be managed by a student committee and the supervising teacher.

(c) Consideration should be given to donating a proportion of the funds raised to recognised charities, including Stewart House.

(d) Individuals who sell chocolates etc to raise money to assist offset the cost of representation opportunities must have approval from the Principal. One student per week will be approved. No more than one student will do the selling. The student must take full responsibility for money and sale items.

2. Faculties and Staff Teams

(a) Before fundraising proceeds, consultation should be held with the Principal through the relevant Head Teacher or team leader.
(b) Money raised will be credited to the faculty or team which organises the fundraising.

3. **Sponsorship**

(a) Requests for donations are managed through the Principal. The school has adopted the policy of making only one request to businesses and service clubs each year.

(b) Untied sponsorships will be allocated at the discretion of the Principal.

**Registration of Sponsorship**

The Principal will keep a Register of Sponsorship. All staff / students who receive sponsorship for any reason should give details of sponsor and amount to Principal. This helps to ensure the same businesses are not continually pressured for sponsorship.

The above procedures should be followed for all fundraising activities. The Principal can still give special consideration to any proposal put forward by staff and students.

*June 2010*