

Somerset College Fundraising Policy

(amended 3 May 2011)

Definition

Fundraising is defined as 'any voluntary contribution to school funds'.
'Voluntary contribution' may be as result of spontaneous donation/s or organised fundraising campaigns

1. Fundamentals

- 1.1. Fundraising is an integral part of the school's community life.
- 1.2. This Policy applies to both the Senior and the Preparatory Schools.
- 1.3. Fundraising is an operational function of the school and is managed by the Heads.
- 1.4. Fundraising is represented on the school's Board of Governors by the presiding Fundraising Committee Chairperson
- 1.5. Fundraising should have as one of its primary objectives the development of co-operation amongst parents and other members of the school community.
- 1.6. Fundraising should not impact negatively on the good name of the school.
- 1.7. The giving of time, money, goods and services should be an entirely voluntary act on the part of the school community, and at no time should any group or individual feel coerced or pressurised into participating in any fundraising initiative.
- 1.8. Fundraising should be sensitively handled and centrally co-ordinated, so that every attempt is made to ensure that the College and wider community does not suffer from 'donor fatigue' or that the school's resources are not placed under strain.
- 1.9. A percentage of funds raised through Fundraising Committee initiatives will be allocated to social and community projects and to social responsibility activities with which the College is associated. The norm is that 10% of all funds raised during the school year are allocated in this manner.

2. The Fundraising Committee

- 2.1. The Fundraising Committee, through the Chairperson and Heads, assumes the responsibility for all fundraising in the school.
- 2.2. Powers and functions:
 - 2.2.1. Through the Chairperson, this body reports to the Board.
 - 2.2.2. Whilst the Heads and Chairperson have day-to-day management of fundraising in the school as part of their executive function, the Board of Governors carries the ultimate responsibility for determining the scope of fundraising in the school.

- 2.2.3 All proposed fundraising activities and events must be approved by the Fundraising Chairperson before being committed to
- 2.2.4 The Chairperson will obtain the approval of the Heads for extraordinary fundraising requests that fall outside the agreed ambit of the Committee's function & authority
- 2.2.5 The Committee, through the Heads, may choose to disallow requests for fundraising in the school at large.

2.3. Composition:

- 2.3.1 The Fundraising Committee is a self-perpetuating body which falls under the control of the Heads, both of whom are members of the Committee.
- 2.3.2 The Chair and members of the Committee are appointed by the Heads and may serve for a maximum of three years. Should there be a need to extend this term for any individual member, the Board's approval would be sought.
- 2.3.3 The Committee is made up of parents from both schools, including at least one representative each from the Senior and Preparatory Parents Association Committees, and it may from time-to-time co-opt other members for specific functions.
- 2.3.4 Parents are invited to join the Committee by the Heads and the Chair, who act in unison on decisions of this nature.
- 2.3.5. A representative of the Finance Department sits on the Committee.

3. Core Values

The Committee will be committed to and recognised for the following core values as they pertain to fundraising for the school

- 3.1 The interests of both schools will always be paramount in all fundraising decision making
- 3.2 The Committee will work through the Chair who in turn will report to the Heads. No member will give unilateral commitments without prior Committee approval and the consent of the Chair
- 3.3 Parental views and pressure will be regarded but not given preference over the outcomes on the school at large
- 3.4 Parental support and involvement is recognised as being very important to the success of all school fundraising and as such effort will be made to create trust and synergy between the Committee and the parent base
- 3.4 The objectives and activities of the Committee will be transparent.
- 3.5 Fundraising objectives will be targeted and made as specific as possible to solicit support from the parent/sponsor body
- 3.6 The Committee will communicate with the respective interested school groups (Heads, Board of Governors, Parents, Teachers, sponsors and potential sponsors) on a regular basis. The weekly newsletters are an appropriate vehicle for communicating with the school community. The termly *Acorn*

newsletter will contain a section on fundraising activities and projects. A formal Fundraising Committee report will be made to the Board quarterly.

- 3.7 The Committee will be committed to speedy and effective decision making and outcomes. Every effort will be made to avoid unnecessary red tape.
- 3.8 Members of the Committee are committed to give of their time, skills and experience as required by the school and the Committee

4. Fundraising by established school bodies

- a. Interest groups such as Parent Associations, sports groupings and subject department may raise funds outside of the Fundraising Committee' functions, but such fundraising must be communicated to the Committee through the Chair for general approval before such fundraising is embarked upon. . Any fundraising of this nature must be cleared by the Heads or Committee using the due processes in place
- b. Allocation of these funds is at the discretion of the body which has raised the funds. This, however, must be communicated to the Head of the particular school in which the activity takes place and to the Chair of the Committee
- c. The Board, at its discretion, may task an individual or a group to raise funds for a specific project. However, all proposed activities by this body must be cleared by the Fundraising Committee, or by the Heads.
- d. Fundraising by other individuals is permitted with the express permission of the Committee or the Heads, and must take place under the following conditions:
 - i. The activity does not target a school-wide or grade-wide group
 - ii. It is not compulsory for students and/or parents to participate in the activity

5. Allocation of Funds

- a. The Fundraising Committee operates a current account to assist with project-specific activities. The current account is a holding account only, with a minimal balance. Fundraising monies are deposited in interest-bearing College accounts and monitored by the accounting officer.
- b. At the termly meeting of the Fundraising Committee, the College accounting officer will present an Income Statement.
- c. All funds raised will be accounted for separately before any allocation takes place.
- d. The Heads propose disbursement of funds according to the school's priorities list for capital development and special projects. Disbursement proposals and targets are identified during the budgeting process for the following year and are communicated in advance so as to assist the Fundraising Committee in determining fundraising goals and targets. All disbursements are presented to the Fundraising Chair and are ratified by the Board's Executive Committee.

- e. Signatories to any movement of monies are any two of: The Heads and the Chair.
- f. In the event of a group or an individual choosing to allocate a donation to a specific project or activity, this will be honoured, and the Board will be informed of the donation and its destination.

6. Addendum – Specific Projects

An addendum to the above policy document is attached. It specifies existing practices and principles relating to specific fundraising activities and can be amended from time to time as changes are agreed on by the Fundraising Committee.

Fundraising Policy – Addendum

1. Golf Day Raffle: at least 20% of the profit is allocated to sport and R12 000 to Imibala.
2. Business Breakfast: profit allocated to social and community projects, as the main contribution towards implementing clause 1.9.
3. Pops Concert: 100% of the profit is allocated to the Senior School Music Department
4. Cricket T20: 100% of the profit is allocated to the Senior School Cricket Club
5. Readathon: 100% of the profit is allocated to the Prep School.