

Carmel College Fundraising Procedure

Part of our Baptismal call is to support our sisters and brothers who are in need. We rejoice in the many organisations that work tirelessly to alleviate the needs of others and provide support. Fundraising is an integral element of any school and as a college we receive requests for financial support and fundraising opportunities regularly and have to make decisions about which organisations we fundraise for and support financially. Additionally, fundraising is a way for the college community to raise funds for specific causes within the school.

Fundraising can be separated into four areas: for the college in general; for groups within the college; for individuals within the college; and for outside charities.

Guidelines

- The activity must not contravene the Special Character of the college.
- Applications to fundraise should be received by the Senior Leadership Team at least four weeks prior to the commencement of the activity and must be approved prior to the commencement of the activity. Fundraising activities that take students away from scheduled classes will generally not be approved.
- Fundraising procedures must reflect careful consideration of both the purpose and means of fundraising and provide quality in the service that is offered and/or in the product sold.
- All funds raised must go through the college bank account, as per the cash handling procedures, before being distributed and sound business practice must be reflected.
- Safety for those involved in the fundraising activity is a primary concern.
- Fundraising procedures must consider the impact of fundraising activities on the community in terms of community concerns, expectations, values, economic conditions and traditions.
- All relevant financial legislation applicable to integrated schools and legal requirements relating to raffles and fundraising etc must be adhered to.
- Where funds are raised for the provision of new, or improvement to existing buildings, any fundraising must clearly be done in the name of the Proprietor, not in the name of the school. Such fundraising must be approved by the Proprietor.
- The activity must not directly or indirectly take business off an existing contract such as School Canteen
- Self-interest fundraising will not be approved except in exceptional circumstances.
- Any fundraising activity that involves food must be consistent with healthy eating and meet appropriate hygiene standards for food preparation.

Donations Procedures

As a College we receive requests for financial support and fundraising opportunities regularly and have to make decisions about which organisations we fundraise for and support financially.

- We support Caritas Aotearoa. Caritas is the Catholic agency for justice, peace and development. Caritas has partner organisations in most areas of the world that coordinate relief efforts to natural disasters as well as provide ongoing structural and developmental support to developing communities.
- For many years Carmel College has been a very generous supporter of Paul VI College in Samoa. Paul VI College relies on our continued support.
- There will be one mufti day per term unless there are exceptional circumstances such as a response to a local natural disaster.
- From time to time other organisations may be recipients of in-school fundraising at the discretion of the Senior Leadership Team. The recipient organisation must not contravene the teachings and traditions of the Catholic Church. A schedule will be established that spreads such fundraising over a 1-3 year cycle.
- Additional to this, we remember in prayer all other organisations that work to promote justice and mercy in our world.

Application to fundraise

Please complete the form at this link at least four weeks prior to the proposed commencement of the fundraising.

<http://goo.gl/forms/XbINyLxILkIUkIWd2>