

## FUNDRAISING POLICY

*Updated: September 2015*

*Review date: September 2016*

### Rationale

The school recognises that the externally imposed financial cuts have led to increased restraints in school budgets. This has brought the fact that securing private funding for curriculum and capital equipment and/or general school facilities is now a necessary avenue for the school to pursue. This policy sets out the basic guidelines to ensure a consistency in accessing potential donations sponsorship and/or private funding.

If you are planning to look into the possibility of external fundraising or sponsorship please speak to Sally Fenemore after reading through this policy and before making any contact with anyone external to the school.

In some instances approval maybe required from the Governing Body before sponsorship can be sought.

The following principles should be applied:

- To comply with all legal requirements relating to data protection
- To ensure that all literature includes legally required information e.g. School Name, Address and Name of Headteacher.
- The name of the school delegate, a member of staff or Governor, is who to act as contact for the proposed fundraising/sponsorship.
- The purpose for fundraising is clearly identified i.e. a particular piece of equipment or facility.
- That communication clearly sets out the intention for fundraising and the process for achievement.
- That the purpose of funds meets with the schools aims and ethos and this is clearly communicated to prospective donors. (Please refer to the school's Accessibility Policy)
- Take care to maintain a balance of communication with potential donors that clearly demonstrate the desire to work with the school as opposed to a persistent and/or overwhelming request for donation.
- Financial delegation of duty is clearly separated and full audit trail kept in line with the school's financial policies and procedures.
- In the event that the school may use a real life case study for fundraising that we comply with all legal requirements of the [Data Protection Act 1998](#) and not disclose information received in circumstances where a legal duty to keep the information confidential arises.

### Additional Action Required

The school curriculum, from time to time, requires that students organise their own fund raising events. This fundraising may be for Local, National or International charities as well as for school funds and these events form part of the curriculum subject criteria. In order that local companies are not bombarded with requests all fundraising events should be logged with the School Business Manager along with either the proposed charity or proposed schools facility.