

WOODFORD INTERNATIONAL SCHOOL

FUNDRAISING GUIDELINES

Purpose

These Fundraising Guidelines provide the parameters by which all fundraising activities will be approved and undertaken when associated with the Woodford International School. They aim to provide a clear process of approval process so that fundraising activities can be coordinated, safe and responsive to the needs and interests of everyone in the School Community.

Definitions

Donations

Donations are any funds, goods or any other resources that are raised and collected in the School or broader community in the name of the School or by any member of the School Community or group associated with the school (such as the PTFA and Student Council). Donations may be for the School, School Community or any other Charitable Cause. These Donations are raised or collected from sources other than the school's operating and capital budgets. Donations may be sourced through proceeds from fundraising activities, fees for supplementary learning materials and activities and corporate donations or any other means. The School is responsible for the proper administration and accounting of these Donations in accordance with applicable operational and administrative procedures. Reporting of all Donations to the Head of School is mandatory.

Fundraising

Fundraising is any activity, permitted in accordance with these Fundraising Guidelines, to raise funds, goods or any other resources. Such activities may take place on or off school property.

School Community

The school community refers to students, parents and guardians, school administrators and staff, members of the broader community and friends of WIS, as well as others, who support the school and student achievement.

Fundraising Parameters

This fundraising guideline addresses the following four areas:

I. Guiding Principles – identifies key principles to guide fundraising policies

II. Fundraising Activities – outlines compliance requirements related to fundraising activities and examples of eligible and ineligible activities to inform WIS school board's fundraising policy

III. Best Practices – outlines best practices related to fundraising activities

IV. Accountability and Financial Reporting – outlines best practices for a board's policy to meet the public's expectations and uphold public trust including financial reporting requirements

CONSULTATION DRAFT

Version: 6 December 2017

I. Guiding Principles for Fundraising Activities

Complementary

The purposes for which funds are collected should be consistent with the WIS mission and values. Activities should support student achievement and not detract from the learning environment. **Students should never be involved in fund raising if it is in any way detrimental to their wider educational experience e.g time out of regular classes should be strictly limited**

Funds raised for school purposes are used to complement, not replace, school budget funding for education.

Voluntary

All students and staff are welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the WIS community and school board. Participation in fundraising activities is strictly voluntary for staff and students. Parental consent is required for all student participation in fund raising. Privacy should be respected. The personal information of staff, students or other individuals should not be shared for the purposes of fundraising without prior consent.

Safe

The safety of students must be a primary consideration in all fundraising activities.

In addition to parental consent, student fundraising activities require supervision, should be age-appropriate.

Accountable & Transparent

Fundraising activities should be developed and organized with advice and assistance from the school community, including students, staff, parents, parent involvement committees, school councils and community organizations.

The use of fundraising proceeds should be restricted to registered charities and supplementing learning materials. This policy should be publicly available on the school website. A fundraising activity must not result in any staff or volunteer benefiting materially or financially from the activity. Fundraising should have a designated purpose and the proceeds should be for that purpose, as intended. Transparent financial reporting practices to the school community should also be in place.

II. Fundraising Activities

There is a wide variety of ways that WIS community can show support for the School including fundraising. When school communities or others consider asking for support, the individual activity should be reviewed to ensure consistency with the guiding principles outlined above and school board policies.

Any fundraising activities that involve the sale of food and beverages on school premises must comply with the School Food and Beverage Policy. The nutrition standards set out in the policy do not apply to fundraising activities that occur off school premises.

In addition, capital projects supported by fundraising proceeds should not result in a significant increase in School operating or capital costs, except with the prior arrangement and agreement of the Board.

Examples of Unacceptable Uses of Fundraising Proceeds

- Items that are funded through the allocated budget of the School, such as for learning materials and textbooks.
- Goods or services for employees

CONSULTATION DRAFT

Version: 6 December 2017

- Staff training for professional development including support for teacher attendance at professional development activities
- Administrative expenses
- Support for political activity, groups or candidates
- Any other purpose deemed inappropriate by the Head of School or Board.

Examples of Acceptable Uses of Fundraising Proceeds

Assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip only for students who cannot afford it)

Purchase of additional supplies, equipment or services not funded specifically through school budgets (for example, band equipment, specialized athletic equipment, pottery equipment)

Guest speakers or presentations

Ceremonies, awards, plaques, trophies or prizes for students

Establishment of scholarships or bursaries

Extracurricular activities and events (for example, travel and entry fees)

III. Best Practices

The School Community should consider the following when developing fundraising proposals:

- The extent and number of fundraising activities being undertaken at any given time;
- Co-ordination of activities with other schools and community organizations;
- Impact on classroom time for staff and students and administrative time for school leaders as well as support staff;
- students participating in fundraising activities should not be held responsible for any loss that may be incurred; and
- When schools are planning and selecting capital projects which will be supported by fundraising activities, the following best practices may be considered:
 - Requiring a viability review that examines alignment with the school board's overall capital priorities and planning processes, the school strategic plan and any SIG priorities;
 - Costs for future maintenance and repairs (for example, school yard improvements, playground equipment upkeep); and
 - Restrictions related to conflict of interest and procurement policies.

IV. Accountability and Financial Reporting

All donations will be accounted for and report on through the School's accounts and asset register in accordance with applicable policies and procedures. The School is responsible for providing information to the School Community on how donations are used. The intent of the donations should be clearly communicated to contributors to ensure that the donations can be recorded appropriately and to address any accounting implications. The School is responsible for ensuring that any Fundraising Activity is done in accordance with the laws and requirements of the Solomon Islands.

The Head of School should communicate and train school administrative staff on procedures dealing with the collection, disbursement and accounting of school-generated funds. These procedures should ensure both the safeguarding and accurate financial reporting of these funds.

Approval of Fundraising Activities

All fundraising activities that are proposed by any member of the School Community and meet these Guidelines must be approved by the Head of School before commencing. Activities should, where possible, be coordinated prior to commencement of the School Term to avoid overlapping activities.