

FUNDRAISING POLICY

Policy Number	SJMIF2023	Date Originally Accepted	September 2023
Approved By	SJMI School Board	Date for Review	July 2025

STATEMENT OF POLICY

INTRODUCTION

St Joseph's Catholic Primary School is committed to providing the highest quality educational programs for its students, in alignment with Catholic Education in the Diocese of Townsville. St Joseph's Catholic School conducts fundraising activities in order to provide valuable resources for the school or funds for outside bodies and groups. It is recognised that the benefits of fundraising must be balanced with the impact on the school community in terms of the effort involved in organisation and the financial burden on parents/carers.

RATIONALE

As Catholic schools are part of the mission of the church, it is appropriate that they engage in social action and social justice activities which are both educative and practical in outcomes. Such activities should occur within the structure, ethos and teachings of the Catholic Church, in alignment with the "Approved Diocesan Charitable Organisations" guidelines (See link in the appendix).

POLICY DIRECTIVE

WHO MAY CONDUCT FUNDRAISING?

Fundraising may be conducted by various groups within the school community including Parent Engagement Groups (FACE) and Ministry Groups. Individuals are not permitted to fundraise within the school community or in the wider Mount Isa community for school originated activities.

WHOLE OF SCHOOL FUNDRAISING

Any fundraising that targets the whole school must have Leadership Team approval in advance. The Leadership Team will give consideration to the following points in determining the suitability of the proposed activity:

- The purpose for which the funds are to be used



**ST JOSEPH'S
CATHOLIC SCHOOL**
MOUNT ISA

- Financial and any other impacts/obligations on students, parents/carers and school staff
- The number of other fundraising or school events and their timing
- The commitment or capacity of the organising group to conduct the fundraiser effectively
- Where a charity is involved, the purpose and reputation of the charity (if outside of approved Diocesan charities)

OVERVIEW OF FUNDRAISING ACTIVITIES

Fundraising Body	Term 1	Term 2	Term 3	Term 4
FACE		Mother's Day Stal Pizza and Popper Days	Coloured Clothes Days Tombola Smencils Pizza Days 50/50 Cash Raffle Multidraw Raffle Father's Day Stall Fair	
Service & Social Justice Group	Project Compassion			Catholic Mission St Vincent dePaul Christmas Appeal
Pastoral & Faith Group	Easter Raffle			Buy a Bauble
Environmental Group	Bottle Refund Scheme	Bottle Refund Scheme	Bottle Refund Scheme	Bottle Refund Scheme
Social & Media Group	School Disco/Movie Night & Drinks/Food Stall	School Disco/Movie Night & Drinks/Food Stall	School Disco/Movie Night & Drinks/Food Stall	School Disco/Movie Night & Drinks/Food Stall
Other	Book Fair (Library)			

FUNDRAISING PROCEDURES

- All student-led fundraising activities require a staff member who will be responsible for the activities of the group and in particular:
 - o Liaise closely with the school Leadership Team
 - o Ensure that money is supervised at/after events until it has been counted and banked (Finance Secretary)



**ST JOSEPH'S
CATHOLIC SCHOOL
MOUNT ISA**

- Other fundraising activities shall not be in direct competition with FACE fundraising activities
- Fundraising activities must be profitable
- Fundraising activities shall have an educational value and funds raised are to be used for education purposes or direct support for approved charities/organisations
- The number of times that any group can fundraise shall be considered in order to be fair to the whole school community
- Fundraising activities need to be mindful of any potential impact on local small businesses
- All correspondence regarding fundraising must be reviewed by the Principal prior to distribution
- FACE fundraising activities are expected to comply with relevant State regulations with regard to the conduct of lotteries or raffles. Details can be found at <https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/gaming/not-profit-charitable/competitions-raffles-bingo>

ACCOUNTABILITY

Any group undertaking fundraising is responsible for the funds collected. Evidence required will be dependent on the nature of the fundraiser and amount of money involved. This may include:

- Provision of receipts
- Two people receiving/counting money
- Prompt banking
- Appropriate record keeping
- Reporting of financial outcomes
- Financial Audit

USE OF FUNDS

The decision on how funds raised should be spent is the responsibility of the group organising the fundraiser. Funds must be used in a way that is consistent with the group's role and purpose. Advertising within the school community should clearly articulate the purpose of the fundraiser. After the fundraiser, the exact amount of money raised and how it has/will be spent should be reported at the next appropriate opportunity (newsletter/assembly/FACE meeting).

Funds will be allocated to various approved projects after prioritised submissions from students, staff members and the school community and in alignment with the Annual School Improvement Plan and School Renewal Plan.

SUPPORT FOR STUDENTS WITH INDIVIDUAL SPORTING/ACADEMIC/ARTS REPRESENTATION

As the school does not permit students to fundraise for individual sporting, academic or arts activities. Eligible students may apply for a FACE Bursary if the individual activity originates from school-based competitions etc.



**ST JOSEPH'S
CATHOLIC SCHOOL
MOUNT ISA**

Examples include:

- State Honours Music Program
- District, North West and State school-based sport
- Optiminds

FACE bursary information, including bursary amounts (\$75) can be found on the school website. To access this support, students must apply in writing to FACE/St Joseph's School Board using the approved application form. A letter of appreciation and feedback to FACE/St Joseph's School Board regarding the sponsored activity is appreciated post-event.

COLLECTIONS/DONATIONS TO CHARITIES

There are times during the year that the school community is invited to support various collections of donations to approved charities/organisations. These can include:

- St Vincent de Paul Winter Appeal
- St Vincent de Paul Christmas Appeal
- Good Shepherd Parish Back to School Stationery Collection
- Good Shepherd Parish weekly food collection
- Support packages for Defence personnel

Families are invited to participate in these initiatives through newsletters.

REFERENCES

SUPPORTING DOCUMENTS

["Approved Diocesan Charitable Organisations" guidelines](#)

[FACE bursary guidelines](#)

[Application Form](#)