

# Chivirikani Primary School

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## POLICY:

### FUND RAISING AND ENTERTAINMENT POLICY

#### GENERAL PROVISIONS

1.1. According to Section 36 of the South African Schools Act (SASA) 84 of 1996, as amended, the Fundraising Policy of a public school is determined by the School Governing Body (SGB).

1.2. In terms of Section 36 of SASA, the SGB may supplement the grant / funds supplied by the GDE.

1.3. The SGB of Chivirikani Primary School has adopted its Fundraising Policy the provisions of which are contained herein.

1.4. In the course of the formulation of such Fundraising Policy, the SGB has ensured adherence to SASA, as well as to other applicable legislation.

1.5. Any monies raised by means of this policy will not be applied to state employees in terms of the Employment of Educators Act No 76 of 1998 or the Public Service Act No 103 of 1994.

#### 2. SCOPE

2.1. This policy covers all fundraising activities undertaken by learners, educators, parents and community volunteers in the name of Chivirikani Primary School.

#### 3. PURPOSE OF FUNDRAISING AND THE FUNDRAISING POLICY

3.1. Funds raised can be used to improve the physical and human resources of Chivirikani Primary School.

3.2. Fundraising is an opportunity to draw in the wider school community and build relationships.

3.3. A Fundraising Policy is intended to provide all role players with a framework and parameters for raising funds to support school activities.

#### **4. ROLE OF THE SGB**

The SGB shall, in terms of SASA (Section 37.1):

4.1. Start and administer a school fund; 4.2. Open and maintain a banking account;

4.3. Keep the financial records;

4.4. Ensure that funds raised in the manner described herein form part of the annual financial statements and are audited and submitted to the GDE as part thereof;

4.5. Invest surplus funds as per section 37 of SASA;

4.6. Keep minutes of all financial decisions;

4.7. Identify projects to which donations can be made;

4.8. Issue Section 18A certificates for qualifying donations;

4.9. It is the role of the Fundraising Committee, chaired by the SGB chairperson, Treasurer, chairperson of FRC, the Principal and possibly educators, parents and co-opted members, to advise on fundraising methods and the application of such funds;

4.10. Before commencing on a fundraising venture, a projection must be prepared by the Fundraising Committee that shows the expected income from and expenditure on fundraising, as well as the intended use of such funds raised;

4.11. A report shall be prepared on the results of each fundraising activity and tabled at a SGB meeting, and this should be compared to the projection above;

4.12. A summary of all fundraising activities for the school shall be included in the annual report.

## **5. ROLE OF THE PRINCIPAL**

The Principal shall, in terms of SASA (Chapter A 4.2(e) of PAM):

- 5.1. Assist the SGB with their functions in terms of SASA;
- 5.2. Assist with the publicity for fundraising events;
- 5.3. Support and guide expenditure in consultation with the SGB;
- 5.4. Assist the SGB in keeping proper record of school accounts;
- 5.5. Manage the budget;
- 5.6. Ensure controls are in place and operating for cash collection and disbursement;
- 5.7. Monitor compliance;
- 5.8. Act on any non-compliance detected or investigate if suspected.

## **6. GUIDANCE**

In considering ideas for fundraising at Chivirikani Primary, the SGB has resolved that the following guidelines shall apply:

### 6.1. Fundraising Ideas

6.1.1. At the end of every year the Fundraising Committee will review the fundraising activities for the year to follow. This is to streamline and coordinate all fundraising, thereby avoiding overlapping of events. All fundraising requests are to be channelled through the Fundraising Committee who will determine timing and suitability of the appeal.

6.1.2. In any scheme, the best interests of the school shall be promoted and its development shall be encouraged.

6.1.3. No pyramid schemes or similar structures which use the Chivirikani Primary network to financially benefit individuals and Chivirikani Primary to the detriment of relationships shall be considered.

6.1.4. No idea which may engender disunity amongst the school community will be entertained.

6.1.5. Learner and all individuals' participation in fundraising shall be voluntary, but encouraged.

6.1.6. Fundraisers which involve the selling of food items will be biased towards encouraging healthy living. Note that the tuck shop may be thought of as a fundraiser.

6.1.7. All fundraising activities must comply with all national and local laws and regulations.

6.1.8. Ideas which would receive income from outside the normal pool of funds (parents) will be given preference.

6.1.9. Ideas which educate learners to help inculcate positive values will be prioritised (recycling).

6.1.10. We will concentrate our efforts on a number of major fundraisers throughout the year.

6.1.11. The Fun Run (first term), International Food Fair (second term), Big Learn In (third term) and the Spring Fair (fourth term) generate substantial funds and for this reason they are our main fundraisers every year.

6.1.12. The FRC is to organise approximately one event per term.

6.1.13. In addition to the FRC, the Grade 7 classes raise funds for an end of the year gift to the school.

6.1.14. The following is a list of typical financial appeals received by the parent body every year. The amount of these requests reinforces our need to be mindful of any additional requests we place on the parent body:

6.1.14.1. Civvies day for charities

6.1.14.2. Music events

6.1.14.3. Grade camps

6.1.14.4. Class, individual and sporting photographs

6.1.14.5. Stationery orders

6.1.14.6. Tuck shop

6.1.14.7. Market Day

6.1.14.8. Cake sales and etc.

## 6.2. APPLICATION OF FUNDS

6.2.1. No one person or small minority shall benefit disproportionately from the funds applied.

6.2.2. Should an outside organization stand to benefit significantly from the fundraising activity, alternative quotes should be sought where feasible.

6.2.3. Not all fundraising will be for a specific project, but may go into a fund.

6.2.4. Fundraising activities will not be undertaken to support elective school trips that are not related to curriculum outcomes. The SGB or Principal should thank donors, volunteers and participants on completion of the fundraiser.

SIGNED: \_\_\_\_\_(SGB CHAIRMAN) DATED: \_\_\_\_\_