



Fundraising Policy

Introduction

Ballymakenny College is a registered charity (RCN 20201355) and this document is intended to provide details of the Fundraising policy of the school. It is intended to help parents and guardians understand the environment and approach of the school with regards to fundraising and voluntary activities undertaken by students and members of staff. This document is regularly reviewed. All feedback is encouraged and welcome.

It is envisaged that the school and parent representatives will revise the policy annually.

1. Aims of the Policy

The aim of this policy is to establish fundraising and voluntary practices under the review of the board of management and student council.

It is envisaged that the Fundraising Policy would reflect the overall ethos of the school which states:

Ballymakenny College is learner-centred, multi-denominational, coeducational and democratically run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect.

The aim of this policy is to provide clear and fair instructions on fundraising, which are inclusive to all the members of the school community.

2. Fundraising Criteria

Conformity with the BKC ethos:

All fundraising carried out in and/or on behalf of BKC must be consistent with the school's ethos and policies, and must not compromise the school's good name.

Role of BOM and PA in fundraising:

All fundraising events carried out in and/or on behalf of BKC must have prior approval of the Board of Management. Three whole school fundraiser events may be carried out per academic year and other fundraisers may be subject to review. The fundraising platform used may also be subject to review depending on the fundraiser in question.

It is the obligation of those running each fundraiser to ensure that funds are collected in a responsible and safe way during the Covid-19 pandemic.

All monies raised on behalf of BKC must be remitted promptly to the school account with the exception of monies to cover necessary expenses. All expenses must be recorded and accounted for appropriately by person(s) responsible for organising the fundraising event.

Participation of pupils in fundraising activities:

Pupils of BKC may participate in fundraising activities only

- a) with the permission of BOM
- b) with the permission of teachers and principal

Where fundraising or voluntary activities are undertaken for charitable purposes, or for improving the school life, the responsibility of the pupil's wellbeing lays on those organising the event.

If fundraising is to be organised to take place outside of the school grounds by students, those who are organising the event need to make sure that they have permission from parents/guardians.

3. Fundraising Categories

Fundraisers may be carried out for the following reasons:

- 1) to support charitable works (see categories of charitable causes)
- 2) to fund special projects, e.g. equipment for new school building.

Categories of Charitable Causes

Charities supported by Ballymakenny College fall into four categories: (i) charities that are closely associated with BKC and in respect of which there is a longstanding tradition of support, e.g. Amnesty International (ii) charities which may, from time to time, apply for support through the appropriate procedures;

- (iii) charities which arise on an emergency basis; and
- (iv) internal charitable causes (related to school charitable trips, and staff involvement in charities)

4. Sponsorship/Donations

Ballymakenny College is a registered charity and so any offer of sponsorship/donations for BKC or for BKC fundraising events must be considered in the same way as other fundraising activity. In particular, before accepting sponsorship/donations, fundraisers should have regard to the ethos and existing policies of the school and should satisfy themselves that the sponsorship/donation will not adversely affect the good name of the school.

Any sponsorship/donation to BKC shall be made with charitable intent, are nonrefundable, and are made without any expectation of favour in return.

All sponsorships/donations are accepted on the strict understanding that no benefit or favour will accrue to the donor and/or his/her family or any person/body connected to the donor.

5. Accounting & Accountability of Funds

Under no circumstances may a Board of Management member and/or a staff member of the school, either personally or collectively benefit from Fundraising and/or Donations.

All funds received from any authorised fund-raising event and all payments made to any charity are identified and recorded, separately, in the school's accounts and are accounted for, separately, in the school's funds.

Where money is received by cheque or cash, the source is identified and receipts are issued either to the person from whom the funds are received or, upon request, to a specifically identified donor.

Details of all income received, and expenditure associated with a Charity fundraising event are sent to the principal for reconciliation and to be minuted at Finance Meetings. The principal should inform the board of management on all fund-raising activities and amounts raised.

Ballymakenny College takes no responsibility for individual fund-raising activities. Any charitable organisation that wishes to apply for a fundraiser in Ballymakenny College must contact the principal in order to get approved.

6. Success Criteria & Monitoring

The Fundraising Policy was devised in consultation with the students, parents, staff, management and Board of Management of Ballymakenny College.

This policy will be reviewed regularly as part of the normal Whole School Development Planning review cycle. If necessary, it may be reviewed at any time considering changing circumstances and/or changing legislation. Any amendments which need to be made will be in keeping with the general philosophy of the school. Any suggested amendments/improvements will be communicated to the Principal or Deputy Principals who will consult with all partners.

Approved by the BOM of Ballymakenny College on January 2021

Signed by Chairperson:

Maire Ní Bhroíthe