



ST MICHAEL'S
COLLEGE

... a friendly learning Catholic community

FUNDRAISING POLICY

Review September 2018

1. POLICY

Fundraising at St Michael's College is a genuine and practical expression of its participation in the mission of Jesus Christ and its educational ministry through a commitment to social action and justice. Engagement in fundraising at St Michael's gives witness to the College charism pillars of Justice, Dedication, Integrity, Courage, Protection and Respect.

2. PURPOSE

This policy outlines the expectations regarding fundraising for all members of the St Michael's College community.

3. RATIONALE

This policy, aligned with the vision and ethos of Brisbane Catholic Education along with the Mission, Vision and Values of St Michael's College, provides practical expression of lived gospel imperatives and Catholic Social Teaching that promotes human dignity and the belief that all are made in the image and likeness of God. In doing so, those involved are formed in what it means to be compassionate and loving, by standing in solidarity with those who are poor and marginalised at a local, national and international level.

4. POLICY EXPECTATIONS

1. Fundraising at St Michael's must be in harmony with the aforementioned values and not interfere with the primary purpose of the College, which is the education of its students.
2. Supervision of the College's fundraising initiatives is conducted by the Assistant Principal - Catholic Identity & Mission (APCI&M).
3. The APCI&M determines the appropriate process, promotion and ultimate disbursement of funds in liaison with the CLT, relevant staff and student leaders of the College.
4. Fundraising plans are set one year in advance in consultation with the College Leadership Team (CLT) and should benefit the College community as a whole, along with the organisations for which funds are raised.

5. Fundraising is to reflect Catholic, gospel imperatives in Church related or secular organisations.
6. Fundraising does not include any curriculum related, optional, recreational or cultural activity.
7. Fundraising is restricted to one major project per term, under the supervision of the Pastoral Leader: Head of House of the College. Organisations for which funds are raised are approved by the CLT a year in advance.
8. A maximum of one further minor fundraising activity per term is appropriate at the discretion of the CLT.
9. Fundraising for groups representing the College at sporting or cultural events is permissible with CLT approval. In these circumstances, fundraisers are expected to provide a service in exchange for donations received (eg. Car wash, icy cups, morning tea etc.).
10. Fundraising for special or unforeseen circumstances which require a compassionate response are approved at the discretion of the CLT and will be rare by definition.
11. Avoidance of any commercial advantage is required to avoid conflict of interest and possible departure from 'giving for giving sake' – i.e. no selling of merchandise (except that of non-profit organisations) is sanctioned.
12. All funds raised must be banked with the College Finance Office the day in which they are collected.
13. All funds raised for a particular organisation or purpose must be given to that organisation or purpose. They cannot be diverted to another purpose after they are raised.

4. WORKPLACE HEALTH & SAFETY CONSIDERATIONS

1. All fundraising activities connected with St Michael's Catholic College need to adhere to College work place health and safety practices, along with the completion of a Risk Assessment.
2. All food handling needs to adhere to food safety & hygiene practices.

5. GUIDELINES FOR DETERMINING A FUNDRAISING CAUSE

1. When determining a fundraising cause, it is necessary to make an assessment based on the following criteria (as stated in the BCE Fundraising Policy):
 - Is the philosophy of the organisation in accord with gospel values and Catholic Social Teaching?
 - Is the organisation associated with the Catholic Church and its ethos?
 - If not, is there a Catholic organisation engaged in similar activity that could be supported?
 - Does the activity lend itself to an educational focus?
 - Does it assist students to participate in and understand the mission of Jesus and the Church?
 - Are there high quality educational resources to support the activity which promote students' understanding of poverty and marginalisation?
 - Is the fundraising undertaken in a context of spirituality and prayer?
 - Is the organisation accountable for its use of funds including administration costs?

- Does the organisation tie the use of funds to religious or political affiliation or purposes?
- Are those involved in the decision-making and administrative processes aware of the aims, background and authenticity of those receiving their donations?

6. DOCUMENT INFORMATION

Version	1.0.0
Audience	St Michael's College Employees
Policy Owner	St Michael's College Board
Policy manager	St Michael's College CLT
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