



Drafted 2025
Review 2028

FUNDRAISING PROTOCOL

PURPOSE:

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. 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 educational and practical in outcomes. Such activities should occur within the structures, ethos and teachings of the Catholic Church.

PROTOCOL STATEMENT:

'Whole of School' Fundraising

Any fundraising that targets the whole school must seek approval from the school's Leadership Team. The phrase 'Whole of School' means the fundraising advertising is communicated across the whole school community, and not just within an organising group. This definition applies whether the funds are used for the whole school, for charities or for a specific group within the school.

Fundraising Guidelines

Preference in fundraising will always be given to official agencies of the Catholic Church. It is expected that the school support the following charities at the different geographical scopes:

1. **International:** Caritas Australia (eg. Project Compassion)
2. **National:** Nano Nagle and Edmund Rice
3. **State:** Archbishop's Charitable Fund
4. **Local:** The St Vincent de Paul Society (eg. End-of-Year Hampers)

Granting approval for support for other agencies will be assessed in consideration of the following guiding questions:

- 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 (eg. 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 promotes 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?

PROCEDURE:

Applications to seek approval for 'Whole of School' fundraising must be made in writing and directed to the Deputy Principal. Applications must address the following criteria:

- The nature of the proposed activity/ event
- The purpose for which the funds are to be used and expected benefit for the school
- 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 issue of equity across the school
- The commitment and capacity of the organising group to conduct the fundraiser effectively
- The purpose, reputation and appropriateness of the receiving charity/organisation

All approved fundraising activities are to be documented in Leadership Team minutes.

It is important to note that 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.

COMMITMENT:

Sacred Heart commits to supporting one fundraising activity per term

Term 1: Project Compassion Caritas - Thursday 10th April

Term 2: St Vincent de Paul/ Cancer Council - Friday 4th July

Term 3: Archbishop's Samaritan Appeal - Friday 8th August

Term 4: Crazy Sock Day (Catholic Mission) - Friday 17th October

No individual fundraising is permitted at Sacred Heart, without the permission of the Principal.

In exceptional circumstances the Principal will consider one further fundraising opportunity. This will be at the discretion of the Principal.