



St Louise's Comprehensive College



FUND RAISING POLICY



[Luke 21:1-4](#)

Jesus looked up and saw the rich putting their gifts into the offering box, and he saw a poor widow put in two small copper coins. And he said, "Truly, I tell you, this poor widow has put in more than all of them. For they all contributed out of their abundance, but she out of her poverty put in all she had to live on."

"It's not how much we give but how much love we put into giving." [Mother Teresa](#)

Mission Statement

"In partnership with parents, guardians, staff, governors and students, St Louise's promotes excellence in teaching and learning within a Catholic, Vincentian, Comprehensive ethos"

OVERVIEW

1. AIMS

- To heighten the awareness of living in an unequal world through *development education* and the promotion of justice and fairness
- Help those most in need
- Develop a spirit of generosity and service
- To follow and inculcate ideas of the Vincentian ethos

2. THE ROLE OF THE COMMITTEE

- Monitor changes and ensure the on-going implementation of the policy
- Make decisions on what charities will be supported
- Agree charities that give the maximum benefit to poorest people in the world (open and transparent accounting)
- Co-ordinate fund-raising events
- Ensure that the students' money is donated to the named charities

3. DECISION MAKING

- All Charities/projects that are supported will be ratified by the Principal and Board of Governors
- All requests for fundraising by staff and students must be presented to the Mission committee
- All monies collected by St Louise's students and staff for any charitable reason, must be lodged in the Charities account.

3.1 The Mission fund will:

- Support a number of projects/charities through each year group. These charities will report to St. Louise's regularly to acknowledge receipt of funds and a statement of how it has been spent
- Change the purpose of fundraising to respond to emergency appeals with agreement by the team
- Allow a form class to collect for a maximum of two weeks with a particular request made by a student, provided it doesn't affect the support of the year group's named charity

3.2 The Mission fund will NOT support the following:

- Current or past students volunteer experiences abroad
- Speakers from charities who give talks in St. Louise's
- Charities who are not in line with St. Louise's mission statement
- Charities that are unable to report in line with the policy

- Charities that use their fundraising efforts for an unacceptable percentage of administration costs
- When a separate equipment purpose is joined with a charity.

4. COMMUNICATION

- All staff and students will be made aware of the purpose of their fundraising efforts
- A Mission committee meeting will be called when decisions need to be made and only when required
- Speakers brought to speak to students or staff will be researched and will be in line with St Louise's mission statement, ethos and the mission policy

4.1 USE OF IMAGES AND MESSAGES (in line with Dochas Code of Conduct)

CODE OF CONDUCT ON
IMAGES & MESSAGES

Choices of images and messages will be made based on the paramount principles of:

- Respect for the **dignity** of the people concerned;
- Belief in the **equality** of all people;
- Acceptance of the need to promote **fairness, solidarity** and **justice**.

In all communications and where practical and reasonable within the need to reflect reality, we will strive to:

- When communicating the needs of our less fortunate brothers and sisters there should be an informed, balanced and strong educational and developmental focus
- When a case for fundraising is being presented use messages and details with the full understanding, participation and permission of the person (or person's parents/guardian)
- Ensure as far as possible those whose situation is being represented have the opportunity to communicate their stories themselves;
- Establish and record whether the person/s wish to be named or identifiable and always act accordingly
- Appropriate images should always be used where the dignity of the person/s is always respected
- Choose images and related messages based on values of respect equality, solidarity and justice
- Truthfully represent any image or depicted situation both in its immediate and in its wider context so as to improve public

understanding of the realities and complexities of development

- Avoid images and messages that potentially stereotype, sensationalise or discriminate against people, situations or places
- Conform to the highest standards in relation to human rights and protection of the vulnerable people.



5. REPORTING

- A monthly total will be reported to the Senior Leadership team by the person responsible for Charities
- The named member of staff for each year group/SMT will present the totals to their year group. Regardless of the totals, this will be done in a sensitive, reassuring and motivating way, remembering that generosity cannot be measured on financial outcome alone. **Luke 21:1-4** and **Matthew 6:1-4**
- Every effort will be made to acquire a speaker from the projects/charities to educate the students and staff on the project they have been supporting
- An end of year report outlining how the money is spent will be shared with all staff in an open and transparent way



6. COLLECTION AND TRANSPARENCY

- A senior member of staff will be the named person responsible for overseeing the collection for every year group
- Two trustworthy students per year group will be assigned by the Head of Year/Leader of Learning in conjunction with the mission committee
- The students will be responsible for distributing money bags to form tutors and collecting the money on a weekly basis weekly
- The class total will be collected and recorded on a Friday and any unlabelled bags will be counted. Students will follow up any classes that may have been missed on a Friday. This will be overseen by the Head of Year/Leader of Learning and the person responsible for Charities
- Each student is encouraged to give 50 pence per week and a class target will be based on this
- A monthly total will be reported to the Senior Leadership team by the person responsible for Charities
- Every effort will be made to acquire a guest speaker to thank the students and staff and outline how their money was spent

7. SAFEKEEPING

- All collections and records will be passed to the person responsible for Charities on a Friday at the allocated time
- All monies will be locked in a safe in Room 2 store until it is prepared for lodgment. Keys to the safe are held in the main office and by the person responsible for Charities
- The lodgment will be prepared by the person responsible for Charities. The bank will count the coins as arranged with the bank
- When bagged and sealed it will go to the safe in the main office where it is collected by the bank
- A copy of Charities account bank statements lodgment slips and cheques will be kept in the file and one will be given to the office

8. CHARITIES ACCOUNT

- The signatories on the account are the principal and vice principal
- The beneficiaries of all fund raising efforts will be known to the signatories
- There will be no money collected for equipment by the person responsible for Charities

This policy will be in line with an Equipment fundraising policy (to follow)

[Matthew 6:1-4](#)

“Beware of practicing your righteousness before other people in order to be seen by them, for then you will have no reward from your Father who is in heaven. “Thus, when you give to the needy, sound no trumpet before you, as the hypocrites do in the synagogues and in the streets, that they may be praised by others. Truly, I say to you, they have received their reward. But when you give to the needy, do not let your left hand know what your right hand is doing, so that your giving may be in secret. And your Father who sees in secret will reward you.”