

Bishop Milner Catholic College
Charity and Fundraising policy



Bishop Milner

CATHOLIC COLLEGE

Approved by Governors—

Review Date—

‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’

Matthew 25:40

Rationale

Embracing the teachings and examples of Christ, our college community puts service to others at the centre of all our endeavours. This Policy clarifies the intentions of the school community and sets out guidelines which all should follow when putting ‘faith into action’ through charitable endeavours and specifically fund raising.

Aims

To instil in students a sense of responsibility for their neighbour (from local to global)
To raise awareness for good causes and the charitable works of others
To raise money for a variety of local, national and international charities.
To support charities in other ways other than donating money.
To inspire students to plan and carry out projects which place others’ needs before their own
To create opportunities for students to demonstrate their initiative
To encourage students to become involved in local, national and international communities through charitable works
To develop the ‘habit’ of giving and thinking of others through regular charitable projects and events
To encourage student to work together and independently to support those less fortunate

Charity Focus Criteria

Charities may be chosen by students within year groups

Whole school charities which are the focus during Advent or Lent will be both local and national/international (one for each area).

Spending on publicity should be kept to a minimum with all monies and efforts going towards the designated charity. We aim to harness the skills of students and staff to promote campaigns.

Procedures for Fund Raising

The following presents clear guidelines for all staff and students who wish to put their faith into action and raise money and awareness for good causes supported by the school community.

As a college community our number one priority is to encourage and support all relevant charity initiatives

Students requesting to raise money should have the full support of their Form Tutor and Pastoral coordinator

Staff and students wishing to raise money or awareness for a good cause must initially make contact with the Assistant Principal with responsibility for Catholic Life.

A response will be given within a maximum of 7 days to confirm whether permission has been given to raise money and/or awareness for the requested charity/cause.

Form Tutors will act as coordinators for all associated activities with requested focus.

Tutors and students should lead assemblies on their chosen charity to relevant year groups.

Form Tutors should notify the Finance Team of their planned events/activities

All monies raised **MUST** go through the Finance Office. No monies are to be given directly to a charitable cause or be used indirectly for a cause without going through the Finance Office.

All events should be recorded. The IT Team should be presented with a brief editorial of the events and appropriate images to be used on our school website.

Roles and Responsibilities: Students, Form Tutors, Finance, Governors and IT

As a faith community, all members of staff are encouraged to support and participate in charitable events and fund raising activities.

All students are to be encouraged to organise and participate in whole college charity events.

Students are to work collectively as form groups on designated or requested fund raising events/groups

Students should be active in their promotion of events and causes

Form Tutors should support and promote the ethos of the school through its charitable endeavours and guide/lead students in their fund raising activities

Form Tutors should notify the Assistant Principal with responsibility for Catholic Life (Mr M Baker) with any suggested foci for fund raising and await confirmation before progressing with any activities

Form Tutors should co-ordinate their plans for fund raising as part of their pastoral team or whole school focus

Form Tutors should ensure that any monies collected are accounted for and not left with students

The Finance Team will count and record all monies raised within the school

The Finance Team will bank all monies raised

The Finance Team will organise the writing of all cheques for donations to designated charities

The Governing Body should actively support all charity events

The Site Manager and Academy Operations Manager should guide the staff and students on matters pertaining to events which may compromise health and safety rules

The IT team should promote all charitable events on the school website to share our endeavours and raise awareness of the good work of our students and staff