

# RONDEBOSCH BOYS' PREPARATORY SCHOOL – SGB POLICIES

## POLICY: FUND RAISING POLICY

POLICY REF. NO. F2/08/2008 (Rev No. 0)

DATE: 8 AUGUST 2008

### 1. General provisions

- 1.1. According to Section 36 of the South African Schools Act 84 of 1996, as amended, (hereinafter referred to as "SASA") the Fundraising Policy of a public school is determined by the school governing body (hereinafter referred to as "SGB").
- 1.2. In terms of Section 36 of SASA, the SGB may supplement the funds supplied by the WCED.
- 1.3. The SGB of Rondebosch Boys' Preparatory School (hereinafter referred to as "RBPS") has, after deliberation of all material factors, adopted as its Fundraising policy the provisions contained herein.
- 1.4. In the course of the formulation of such Fundraising Policy, the SGB has ensured adherence to SASA, as well as to other applicable legislation.
- 1.5. Any monies raised by means of this policy will not be applied to state employees employed in terms of the Employment of Educators Act No 76 of 1998 or the Public Service Act No 103 of 1994.

### 2. Scope

- 2.1. This policy covers all fundraising activities undertaken by learners, educators, parents/community volunteers in the name of RBPS.

### 3. Purposes of Fundraising and the Fundraising Policy

- 3.1. Funds raised can improve the physical and human resources of RBPS
- 3.2. Fundraising is an opportunity to draw in the wider school community and build relationships
- 3.3. Fundraising Policy is intended to provide all role players with a framework and parameters for raising funds to support school activities.

### 4. Role of the SGB (Governance)

The SGB shall, in terms of SASA (Section 37 (1)):

- 4.1. Start and administer a school fund
- 4.2. Open and maintain a banking account
- 4.3. Keep the financial records
- 4.4. Ensure that funds raised in the manner described herein form part of the annual financial statements and are audited and submitted to WCED as part thereof
- 4.5. Invest surplus funds as per section 37 of SASA
- 4.6. Keep minutes of all financial decisions
- 4.7. Identify projects to which donations can be made
- 4.8. Issue Section 18A certificates for qualifying donations

- 4.9. It is the role of the Fundraising Committee, chaired by the SGB Treasurer and including the Chairperson of the Parents Association (hereinafter referred to as “PA”), the Principal and possibly educators, parents and co-opted members, to advise on fundraising methods and the application of such funds.
- 4.10. Before commencing on a fundraising venture, a projection must be prepared that shows the expected income from and expenditure on fundraising, as well as the intended use of such funds raised.
- 4.11. A report shall be prepared on the results of each fundraising activity and tabled at a SGB meeting, and this should be compared to the projection above.
- 4.12. A summary of all fundraising activities for the school shall be included in the annual report.

## **5. Role of the Principal (Professional Management)**

The principal shall, in terms of SASA (Chapter A 4.2(e) of PAM):

- 5.1. Assist the SGB with their functions in terms of SASA
- 5.2. Assist with publicity for fundraising events
- 5.3. Support and guide expenditure in consultation with the SGB
- 5.4. Assist the SGB in keeping proper record of school accounts
- 5.5. Manage the budget
- 5.6. Ensure controls are in place and operating for cash collection and disbursement
- 5.7. Monitor compliance
- 5.8. Act on any non-compliance detected or investigate if suspected

## **6. Guidance**

In considering ideas for fundraising at RBPS, the SGB has resolved that the following guidelines shall apply:

### **6.1. Fundraising Ideas**

- 6.1.1. At the end of every year the Fundraising Committee will review the fundraising activities for the year to follow. This is in order to stream-line and co-ordinate all fundraising thereby avoiding overlapping of events. All fundraising requests are to be channelled through the Fundraising Committee who will determine timing and suitability of the appeal.
- 6.1.2. In any scheme, the best interests of the school shall be promoted and its development shall be encouraged.
- 6.1.3. No pyramid schemes or similar structures which use the RBPS network to financially benefit individuals (or even RBPS) to the detriment of relationships shall be considered.
- 6.1.4. No idea which may engender disunity amongst the school community will be entertained.
- 6.1.5. Learner and all individuals' participation in fundraising shall be voluntary but encouraged.
- 6.1.6. Fundraisers which involve the selling of food items will be biased towards encouraging healthy living. Note that the tuckshop may be thought of as a fundraiser.
- 6.1.7. All fundraising activities must comply with all national and local laws and regulations.
- 6.1.8. Ideas which would receive income from outside the normal pool of funds (ie parents) will be given preference.
- 6.1.9. Ideas which educate learners or help inculcate positive values will be prioritised (eg recycling).
- 6.1.10. We will concentrate our efforts on a number of major fundraisers throughout the year since these provide the best return on the effort required to stage them. Thus small fundraisers should be eliminated. We encourage parents to support a limited amount of events rather than dissipate their support across numerous smaller events which can cumulatively irritate and alienate them.

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- 6.1.11. The Big Swim (first term) and Soap boxing (fourth term) generate substantial funds and for this reason they are our two main fundraisers every year. We ask the school community to go all out on these two events and in return there will be no additional sponsorship/raffles throughout the year. Funds raised from the Big Swim are placed in the Tour Fund and funds raised from the Soap boxing Derby are divided between the Tour Fund and the PA account.
- 6.1.12. In addition to the above events, the PA is to organise approximately one event per term. These will be events that appeal to the parent body and our philosophy is that we will always try to give something in return. Examples of these fundraisers are the Campout, Ladies Nite Out, Get-2-Gether and Games Evenings, Bingo and Fear Factor.
- 6.1.13. In addition to the PA fundraising, the Grade 7 class raises funds for an end of year gift to the school. It was agreed that these fundraisers will be: Entrepreneurs Week, the Grade 7 Fair and Saturday morning rugby egg and bacon rolls and tuck-shop.
- 6.1.14. The following is a list of typical financial appeals received by the parent body every year (these exclude PA events). The amount of these requests reinforces our need to be mindful of any additional requests we place on the parent body:
- 6.1.14.1. class, individual and sporting photographs
  - 6.1.14.2. civvies days for charities
  - 6.1.14.3. Bosch Supporters Club events
  - 6.1.14.4. Music events
  - 6.1.14.5. Grade camps
  - 6.1.14.6. Sporting tour fees
  - 6.1.14.7. Entrepreneurs Week
  - 6.1.14.8. Grade 4 market Day
  - 6.1.14.9. Grade 5 food fair
  - 6.1.14.10. Grade 6 plant sale
  - 6.1.14.11. Grade 7 Fair
  - 6.1.14.12. Harvest Festival
  - 6.1.14.13. Stationery orders
  - 6.1.14.14. Tuck shop

### **6.2. Application of Funds**

- 6.2.1. No one person or small minority shall benefit disproportionately from the funds applied.
  - 6.2.2. Should an outside organisation stand to benefit significantly from the fundraising activity, alternative quotes should be sought where feasible.
  - 6.2.3. Not all fundraising will be for a specific project but may go into a fund
  - 6.2.4. Fundraising activities will not be undertaken to support elective school trips that are not directly related to curriculum outcomes
- 6.3. The SGB or Principal should thank donors, volunteers and participants on completion of the fundraiser.

**SIGNED:**

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Chairman RBPS Governing Body