



Fundraising

Fundraising Priorities

1. To support Carmel College travelling teams/ groups e.g. Tournament weeks, AIMS, International team/ curriculum trips when representing the school.
2. To ensure that opportunities are shared out between sports codes/ teams/ groups.
3. To ensure that money is handled in a transparent and efficient way in line with Carmel College financial procedures.
4. To ensure that the school approves and is aware of all fundraising opportunities that are being undertaken in the name of Carmel College.

Fundraising Regulations

- ❖ Parents will take the initiative with planning and organising of events.
- ❖ Fundraising/selling of tickets, chocolates etc can not be done in school time.
- ❖ Raffles will generally not be approved due to the legal requirements.
<http://www.police.govt.nz/advice/personal-community/housie-raffles>
- ❖ There is a teacher assigned to all fundraising - the assigned teacher must be on site for the whole time if the activity is taking place at Carmel.
- ❖ Fundraising activities that take students away from scheduled classes will not be approved.
- ❖ Self-interest fundraising will not be approved.
- ❖ Safety for those involved in the fundraising activity is a primary concern. Staff members involved must have completed HSE Connect.
- ❖ Any fundraising activity that involves food must be consistent with health and hygiene standards.
- ❖ All fundraising must meet school health and safety guidelines.
- ❖ For all sports fundraising the contact person is [Mrs Annie Sadlier \(Director of Sport\)](#). Please read through the fundraising procedures (Sport) on the following pages.
- ❖ For all non-sporting fundraising the contact person is [Ms Rosanna Fouhy \(Deputy Principal\)](#). You will need to email Rosanna Fouhy and also follow the link to complete the [Non Sport Fundraising Google Application Form](#).

Fundraising Procedures (Sport)

Procedure	Time frame	Responsibility
Applications to fundraise to be received and approved by the Director of Sport prior to the commencement of the activity. NO fundraising money will be accepted by the school without prior approval. Link to Application https://goo.gl/forms/9VEDIQ3lsWJq9itl2	4 weeks prior to event	Adult in charge
Once approved a letter/email will be sent to the applicant to endorse activity. All details must be provided for full sign off of activity/event. If letter of support is required prior to being able to book, full dates must be provided once booked for approval to take place.	1 week after application	Director of Sport
Fundraising pack with timeline and allocation/summary sheet sent to organiser.	1 week after application	D.O.S
Any expenses occurring through booking fundraisers are the organisers responsibility and must be accounted for prior to banking and allocation of funds to students. Deposited amount will be final.	ongoing	Adult in charge
Run event-complying with all regulations stated above.	During event	Adult in charge
Allocation sheet of funds collated and fundraising split between students involved.	1 week after event	Adult in charge
Communication to parents/students on distribution of funds per student for each event	1 week after	Adult in charge
On completion of all fundraising for the tournament/trip complete summary sheet of all events into one sheet and 1 distribution amount per student Send copy to D.O.S asadlier@carmel.school.nz	3 weeks prior to trip/tournament	Adult in charge
Total fundraising MUST be completed and money deposited into BOT account 123119 0051386 00 in full .	3 weeks prior to the event- NO EXCEPTIONS	Adult in charge
Fundraising allocations for all activities will be applied in one deposit based on your summary sheet of distribution of funds sent to DOS. In first instance to the sport event cost, If sports event has been paid in full then this will be allocated to students account or to credit balance on the student account. No fundraising will be refunded to parents bank accounts.	3 weeks prior to end of term/trip	Finance Team

Carmel College fundraising allocation/summary sheet

Only 1 summary sheet needs to be provided to Carmel College and 1 banking for all fundraising for the trip/tournament

Team name:	Date Deposited
Adult in Charge:	Contact:
Event Fundraising for :	Amount Deposited \$
Sport:(please circle) <i>Basketball 09912.00 Waterpolo 09932.00 Volleyball 09931.00</i> <i>Netball AIMS 09933.00 / UNISS 04282.00</i> <i>Football Aims 09928.00 / Seniors 04283.00</i> <i>Hockey Aims 09925.00 / Seniors 04281.00</i> Account to deposit funds to: ASB 12-3119-0051386.00 Reference to be: Fundraising & sports code ie: 09917.00	Other:
Team members that took part in fundraising:	Allocation amount:
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
16.	\$
Total \$ _____ divided by # members or individual amounts	