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Riverview Educate Together National School Fundraising Policy

Ratified November 2016.

Introductory Statement

This policy has been devised by the Board of Management of Riverview Educate Together to create clarity in relation to fundraising for the school by third parties e.g. parents or others members of the community.

Fundraising by parents or others is very welcome. Indeed, in the early years of a school, it is important to the financial strength of the school. The time and effort involved in organising an event or other fundraising function is very much appreciated by the school staff and BoM.

Aims of this Policy

This policy aims

- 1) to ensure good fundraising standards to protect the school's reputation in terms of accountability and transparency.
- 2) to assist the fundraiser by making their role clearer.
- 3) to ensure that any fundraising undertaken is in keeping with the ethos of the school.

Policy Details

1. If a person offers to fundraise for the school, the BoM will be asked to approve the event. The person will be asked to give detail on what they propose doing, where and how the school will benefit.
2. Once approved by the BoM, the fundraiser will be supported as much as possible by the school – this could mean support in publicising the event on the school noticeboard or by printing flyers to promote the fundraiser.
3. The fundraiser is asked to be clear in their communications about what they are fundraising for i.e. "for Riverview Educate Together National School" so that donors and potential donors know what they have contributed towards.
4. The fundraiser is asked to do the following if handling cash donations/payments received in the course of the fundraising:
 - a) Provide a receipt if a donor requests one (the school Secretary can provide a duplicate receipt book for this purpose).
 - b) Count cash received with another person present and both persons should sign where the total is noted.
 - c) Lodge the monies as soon as possible to the school bank account.
5. After the event, the BoM or representative will write to thank the fundraiser for their efforts and the money they raised.
6. The money raised will be included in the school's budget as Monies Fundraised and will be expended with regard to budgetary priorities, set by the BoM.

Distribution of the Policy

Ratified November 2016. Next Review in January 2018.

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This policy will be distributed to all potential fundraisers.

Review by BoM

This policy was put into place in November 2016 and will be reviewed on an annual basis. Feedback is welcome – please send it to the school, for the attention of the Board of Management.