



# BRIDGE HOUSE

PRE-PRIMARY · PREPARATORY · COLLEGE

## FUNDRAISING POLICY

### **PREAMBLE**

Fund-raising is an important function of any school. The raising of extra funds can only be done on a voluntary basis and should create teamwork between the parents, staff and management of the school. At no time should a group, individual or parent be obliged to participate in any event or cause. All fund-raising initiatives must be approved by the EXCO of the school and funds collected must be controlled through the school administration office. Where necessary they will be presented to the Board of Directors for ratification.

Funds should be raised for a specific objective which must be declared in advance. Care must be taken to ensure that any initiatives do not impact negatively on the name of the school or the wider community. Targeted fund-raising must not be aimed repeatedly at the same persons or companies connected to the school or in the wider community causing 'donor fatigue'.

Where possible, an elected committee should be formed to assume responsibility for a fund-raising event or project(s) and should report to EXCO and ultimately to the Board where applicable.

There are the following main areas of fund-raising that are sanctioned to take place at the school.

### **BOARD INITIATED FUNDS FOR CAPITAL DEVELOPMENT, BUILDINGS, FACILITIES OR EQUIPMENT (SYSTEMATIC)**

*The objective of this fund-raising area is to ensure that the school has in place what it needs to deliver a world-class education in line with its Mission Statement and Strategic Plan.*

- This process should be driven by a Director who has the fund-raising portfolio, and the project will need the approval of the Board and the school management.
- All funds must be receipted and banked and expensed from an account set up for this specific initiative.
- Donation certificates can be issued for any donations to the fund.

- Other initiatives such as securing Bursary Funds to aid and support Bursary students may be secured by the Directors in conjunction with the Heads through the New Legacy Fund.
- Naming rights may apply for sizable donations after consultation and agreement with the Board and EXCO.

### **PARENTS' ASSOCIATION (PA) FUND-RAISING FOR SMALLER DEVELOPMENTS OR IMPROVEMENTS (SYSTEMATIC)**

*The object of this fund-raising area is to add value to the Bridge House experience of as broad a spectrum as possible of its members – particularly its children -- through the provision of equipment and improvements in conjunction with EXCO through a wish-list system.*

- The PA will from time to time identify events that they take ownership of. These events will be approved by the EXCO and presented to the Board for ratification when necessary.
- The PA funds are to primarily be used for the purchase, refurbishment or replacement of assets that will enhance the learning and experience of all pupils across the school.
- The EXCO will present a comprehensive “wish list” to the PA from time to time. This list will be compiled from requests from management and staff of the school.
- All funds must be banked into the PA bank account. Receipts must be given for these funds but all expenses must be agreed and signed off by the Chair or Treasurer of the PA and forwarded to the administration office for payment.
- The PA will present its own financial report annually at the PA AGM.
- The PA may also donate to Bursary funds, outside organisations and use the funds for payment of sundry items, catering and gifts.

### **INTEREST-GROUP PARENT PROJECTS FOR IMPROVING FACILITIES AND FUNDING FUTURE DEVELOPMENT (AD HOC)**

*The objective of this fund-raising area is to fund large projects according to a particular parent-group's interest, in collaboration with EXCO. Any large building project must be presented and approved by the Pelican Property Trust.*

- These larger scale projects may be presented to EXCO, Board and The Pelican Property Trust by groups of interested parents. This could be seen

as a parent “wish list” for equipment and facilities in sport and the cultural arena.

- These projects must be in line with the overall plan for development of the school campus and approval for funding initiatives must be after in-depth consultations with the above committees.
- Each idea should have a small committee, a plan and a finance model in place before beginning any commencing.
- All funds raised and expenditure incurred must be administered by the school accounts office.
- In order to ensure such projects will be in line with the overall strategic plan(s), only projects approved by EXCO may proceed.

### **SPECIAL GROUP FUND-RAISING (AD HOC)**

*The objective of this fund-raising is to raise funds for small, specific projects driven by class or grade or team groups (e.g. raising funds for a sports tour or the equivalent of that in another field of school life.)*

- This is specific to a class or group within the school and the funds are directed at a specific cause or reason.
- All funds raised in this manner must have a pre-determined objective which has been discussed and agreed to with EXCO and any other affected parties.
- All funds must be banked into the school bank account and proper accounting records kept of each transaction.
- The school reserves the right to zero any funds at financial year end should they have been dormant for a time or are not earmarked for a specific project.

### **BURSARY TAX ON FUND-RAISING (SYSTEMATIC & AD HOC)**

- Where and when possible a culture of giving back is to be encouraged with the pupils and groups raising funds for their own benefit or gain.
- A minimum of 10% donation will apply to all funds raised and will be credited to the Bursary Fund within the school.
- The bursary donations will be primarily used to help and support pupils within the school to assist on tours or events which they may otherwise not be able to attend without financial help.
- The decision on who may be assisted by this fund will be taken by the Heads and the Business Manager.
- This bursary tax is not levied on Board capital initiatives.

- There would be no expectation of a Bursary Tax on funds raised by the pupils or a group that will be passed on to other charitable organisations.

**PERSONAL FUNDRAISING INITIATIVES**

Personal fundraising initiatives by any employee or students of the school are not allowed.

PLEASE COMPLETE THE FORM BELOW

Created: August 2015

Revised: March 2024



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## APPLICATION TO HOLD A FUND-RAISING EVENT

Please complete this form and submit it to EXCO for approval. Ensure that this form is received a month before the event to allow for discussion and revision.

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Group or Grade holding the event: \_\_\_\_\_

Funds being raised for: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Special requirements for the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who is the target audience: \_\_\_\_\_

Amount to be raised: \_\_\_\_\_

Donation to Bursary Fund : \_\_\_\_\_

Approved by EXCO on \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

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