

## **Policy on Fundraising**

**Ratified on 25.11.08.**

**To be revised by the BOM as necessary**

The Board of Management heartily welcomes all those willing to assist the school in any way with regard to raising funds and/or sourcing resources for the school. To ensure fundraising is conducted in keeping with school policy/ethos and following Dept of Education guidelines, the following parameters have been set and apply to all fundraising activity in relation to Aston Village ETNS.

- The Board of Management has the responsibility to decide and approve any and all fundraising activity. A separate Fundraising Committee/s or Group/s may be formed to coordinate specific or all fundraising projects.
- All fundraising activity, including the sourcing of both money and other resources on behalf of the school, must first be pre-approved by the Board of Management. In order to facilitate this any proposed fundraising activity must be submitted to the Board in sufficient time to be included on the monthly meeting agenda. Proposals should be sent in writing to the Chairperson of the Board no later than 2 weeks prior to a scheduled Board meeting.
- The Board will set a general policy on fundraising including what and how often such activities will take place in a school year.
- The Board will agree a procedure for managing such requests and draft guidelines to assist the Fundraising Committee in submitting proposals.
- The Board will assign a member to liaise with the fundraising group/s.
- Fundraising activities proposed and undertaken must take into account the following factors:
  - The general ethos of the school and Educate Together
  - The pupils of the school will not be used in fundraising activities
  - The activities will be inclusive and strive not to exclude any members of our school community
  - No activity should place pressure on any child/parent/family to purchase from or support financially any business or institution. This includes such activities as stamp/token collection but does not include selling advertising in programmes etc.

All funds raised on behalf of Aston Village ETNS must be deposited in the general school account and managed by the Treasurer of the Board. While funds may be raised for a particular purpose, it is ultimately the responsibility of the Board to decide how all funds raised will be spent in accordance with the school budget. No committee or group may make any commitment regarding how funds raised will be spent unless first approved and agreed by the Board of Management.