

Fundraising Policy

Purpose of this Policy

Any fundraising at Bishops should be conducted only with the full knowledge of the Principal and the Principal's Office.

This policy aims to ensure due process, and open communication and co-operation between the Principal and any people or bodies fundraising at Bishops or for Bishops

Underlying principles

The Principal's Office must be informed of all fundraising activity that is being planned, and should be kept informed of developments in the campaign.

Each campaign must name an individual who reports to and communicates with the Principal.

Although the Principal has his own fundraising targets, and does not undertake fundraising on behalf of others within the school, he can offer full support to all fundraising activities undertaken by persons or groups in the school.

The Principal's Office maintains a database and seeks to maintain relationships with corporates and individuals who could support fundraising activities.

Process

In the event of a fundraising need having been established by a person or a group within the school, the purpose or aim of the Fundraising must be approved by the Principal, who may refer this to the Headmaster of the College or the Prep School, before any other action follows.

If one person only is going to be involved, then he or she must interact with the Principal. If there are to be a number of people involved, then a properly constituted fundraising body should be set up, with a nominated Chairperson, and the Principal should assist this body in formulating its campaign, setting its targets and generating the action plan.

The Principal must ensure that the fundraising body is aware of the List of Special Persons who should not be targeted as part of the action plan.

The Principal should be involved to the extent that the fundraising body needs assistance and requests it, and provided that it is in the Principal's capacity to assist.

The fundraising body must establish, with the Principal, how any funds raised are to be submitted and accounted for.

The Fundraising Body's Chairperson must complete a report and submit it to the Principal as soon as the project has been completed.

This report should contain information about the donors and funds raised, and on the activities undertaken. The actual funds must be deposited into the appropriate school account according to whatever process has been agreed on between the Principal and the Fundraising body.

The Principal's Office must capture the details in the report in the database so that future fundraising can take this into account.



List of special persons

The Principal's Office has drawn up a list of names of persons in the Bishops family who are not to be approached for any fundraising or sponsorship activity whatsoever, except for any campaigns initiated by the Principal.

This list is available at the Principal's Office.

The Principal should be informed of any relationships that individuals might have with people on this list which could be turned to advantage in fundraising contexts.