

**SPONSORSHIP and FUNDRAISING PROCEDURE****RATIONALE**

The Wesley College School Board ("the Board") operates a Finance Policy which addresses financial matters regarding the school.

Under that Policy the Board has set guidelines for the administration of the Policy.

Under guideline 6 the College will have a procedure on fundraising and sponsorship.

PROCEDURE

1. The purpose of fundraising or sponsorship will be for the benefit of students.
2. Third party funding agencies are unlikely to distinguish between the Board and the Wesley College Trust Board ("Trust Board"). There is a risk that the Trust Board may be disenfranchised in the event of their own application to the same funding agency, by an application of or on behalf of the Board, therefore there will be a high degree of cooperation with the Trust Board regarding applications to ensure the application process is fair and equitable to both boards.
3. Recognising that all third party funding agencies who fundraise for any group or activity of the school, affiliated or associated to the school are bound by the Board's protocols, policies and procedures, including any commitments to advertise on the college site or elsewhere.
4. Activities which are open to all within the school, rather than just to a particular team or group, will be the primary focus of all fundraising or sponsorship activities for or on behalf of the college and will take precedence over such activities which relate only to a particular team or group.
5. The exception to this rule is where such activities relate to a particular team / group participating in a (inter)national event or fund raising for equipment / clothing that will be available for students to use in future years and therefore will remain the property of the school.
6. All activities are to be submitted to the Principal, before any formal approach is made to a third party funding body.
7. All activities where the anticipated amount to be raised is less than \$5000.00 requires the initial approval of the Principal. If the anticipated amount is in excess of \$5000.00 the activity requires the initial approval of the Board.
8. Any sponsorship/funding offer, where the amount is less than \$5000 will be submitted to the Principal for final approval and otherwise to the Board for final approval.
9. Applications to Pub Charities and similar Trusts require the approval of the Principal and are to be signed by the Principal.
10. Any question regarding sponsorship or funding being sought from companies / retailers / outlets associated with products or services or methods of fundraising which may be considered objectionable / unsuitable or contrary to the Special Character or the stance of the Methodist Church of New Zealand – Te Haahi Weteriana o Aotearoa will be resolved by the Principal.
11. Any use of the School name and / or Crest on advertising and / or clothing must have the prior approval of the Principal.
12. Any permanent signage must have the prior approval of the Wesley College School Board or authorised agent of the School Board [and may also require the approval of the Wesley College Trust Board].
13. The Auckland Secondary Schools Heads Association (ASSHA) By-Laws regarding the size and positioning of logos or wording on sporting / cultural uniforms are to be complied.
14. The outcome of all activities is to be reported by the applicant to the Principal.
15. A register of the funding agencies to whom applications have been made during the year and the outcome of the applications will be kept by the Principal.

This procedure was issued by the Principal May 2021.

This procedure will be reviewed on / before May 2024.

PRINCIPAL

27 May 2021
DATE