

**SPONSORSHIP and FUNDRAISING POLICY****OUTCOME STATEMENT**

To allow students and groups within the school to raise additional funds through appropriate means to supplement the costs of trips and other activities whilst also:

- providing valuable experience for students
- offering opportunities for community service
- encouraging students to value the equipment and opportunities they helped to provide
- involving parents and the wider community with the school.

**SCOPING**

All individuals, groups or 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 physical or online advertising.

**DELEGATIONS**

The Boards delegate to the Principal responsibility for approving all activities where the anticipated amount to be raised/funded/sponsored is less than \$5000. If the anticipated amount is in excess of \$5000.00 the activity requires the initial approval of the Board.

**EXPECTATIONS AND LIMITATIONS**

1. The purpose of fundraising or sponsorship will be for the benefit of students.
2. Applications to third party funding agencies should ensure a fair and equitable process for both boards.
3. Activities which benefit the wider school community will take precedence over such activities which relate only to a particular team or group.
4. All sponsorship and funding should align with the school's values, Special Character and the stance of the Methodist Church of New Zealand – Te Haahi Weteriana o Aotearoa. Any questions or conflict should be referred to the Principal for resolution.

**PROCEDURE**

1. Any fund-raising activity must first have approval from the Principal.
2. Applications to gaming/charitable trusts are to have prior approval from the School Board.
3. A staff member is to be specifically responsible for any/each fundraising activity and must complete a fundraising application form on the Staff hub. They must oversee any student involvement and are to report to the Principal any problems or issues that arise.
4. All money raised by activities is to be deposited immediately through the school accounts.
5. Any use of the School name and / or Crest on advertising and / or clothing must have the prior approval of the Principal.
6. Any permanent signage must have the prior approval of the Wesley College School Board and/or Trust Board
7. Any fundraising involving food or beverages should meet healthy food guidelines.
8. Sponsorship of sports teams must meet the requirements of ASSHA by-laws.
9. The outcome of all activities is to be reported by the applicant to the Principal.
10. 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.

The Wesley College School Board approved this policy May 2024.

This policy will be reviewed on / before the May meeting 2027.

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**PRESIDING MEMBER**

23 May 2024  
**DATE**