



Fundraising Policy:



School Name: De La Salle College, Waterford.

School Address: Newtown, Waterford.

School Roll Number: 649500

School Details: De La Salle Waterford is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Le Chéile Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

School Management: The Board of Management of De La Salle, Waterford is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement:

Inspired by its founder, the mission of the college is to: *“De La Salle College, Waterford is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*

Ethos:

As a Le Chéile school in the De La Salle tradition De La Salle Waterford seeks to promote the key values of a Le Chéile school as espoused by life St. Jean-Baptiste De La Salle. Graduates of our school are characterised a keen sense of the following:

- Intellectual Development
- Emotional and Social Development
- Moral Development
- Spiritual Development
- Concern for Others

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

Fundraising on Behalf of De La Salle College - General Principles

1. The Board of Management is responsible and accountable for all fundraising carried out under its auspices. Only the Board of Management can authorise the use of the school name for fundraising or other external activity. The Board should be satisfied that where such activities are authorised the good name of the school and of its Staff is protected at all times.
2. The Board must ensure:
 - That there are appropriate controls, financial, accounting and otherwise in place;
 - That all legal obligations are fulfilled;
 - That appropriate records are maintained;
 - That health and safety concerns attaching to each activity are considered and provided for.
3. Involvement in any fund raising activity must not involve any cost shortfall being met from school funds either on a temporary or a permanent basis. School funds must not be used for the purpose of making any payments or accepting any receipts in connection with any fundraising activities no matter who organizes them.
4. Separate financial records should be maintained to manage and control funds arising from activities/undertakings authorised by the Board. An annual report setting out income and expenditure for each activity must be presented to the Board for its consideration and approval within three months of the year-end and included in the school's financial statements for that year. When the proceeds of fundraising activities are passed over to the school, the receipts should be lodged in the main school bank account and expended in accordance with the financial guidelines.
5. The Board will decide the circumstances and the manner in which fundraising is to be undertaken. Authorisation for each such activity must be evidenced by a separate Board minute specifying the purpose and nature of the activity involved.
6. The Board should also satisfy itself that groups, such as the Parents' Association or Past Pupils' Union, are properly constituted and have adequate internal accountability arrangements and controls. All such funds raised for the benefit of the school should be transferred to the school account and then paid out by the school authorities.
7. Equipment donated to the school by outside bodies must be recorded in the assets register.

Fundraising for Charitable Purposes

In order to contribute to the development of a vibrant civil society, De La Salle College has a long-standing tradition of commitment to fundraising for charitable purposes. All students in De La Salle College are encouraged to become aware of charities at local, national and international level.

To oversee fundraising for charitable purposes, a designated fundraising committee is set up consisting of four members of the staff and six members of the student council nominated for a two year period. The committee will be set up by the end of September every second year. The committee will facilitate the creation of awareness within the school of what the designated charities are doing, take responsibility for the collection of funds, organise a timetable of events where appropriate and communicate with management and Staff.

Charities supported by De La Salle College fall into four categories:

1. Those associated directly with the College e.g. Lasallian projects in Africa and India;
2. Local charities;
3. National charities e.g. Trócaire;
4. Emergency appeals.

The school's commitment to category 1 is long term and subject to periodic review. Commitment to categories 2 and 3 is decided on an annual basis by the fundraising committee. A strict annual limit for such fundraising activities will be determined by the Board of Management in consultation with the fundraising committee. Commitment to category 4 is by its nature, ad hoc.

As with all other financial matters, the school Board of Management is ultimately responsible for all funds raised in the name of the school including fundraising for charitable purposes. In this context, the following financial controls apply:

- The Board of Management is required to formally approve all fundraising activities carried out in the name of the school;
- Collection of money for whatever purpose should always be supervised by a Staff member and at least two people must be involved when money is being collected and counted;
- All money should be passed on to the school office as soon as possible for lodging in the school bank account;
- The fundraising committee should be given a receipt by the office for all money handed over;
- Any payments made to the relevant charity are processed through the school bank account;
- A brief financial report should be prepared by the fundraising committee and a report given to the Board of Management on an annual basis.
- Funds collected from no uniform days will be used at the discretion of the student's council.
- Shoebox appeals, SVP collections, sponsored walks for organisations etc. that are part of a particular class groups effort to support social justice initiatives will be approved by the principal.

Engaging in fundraising events develops a sense of community, promotes resourcefulness, and encourages students to make a dynamic contribution to our democratic society. Fundraising fosters the growth of De La Salle students as innovative and knowledgeable people in today's world.

Approval:

This policy has been distributed to staff, parents and students for their approval.
Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of De La Salle Waterford;

Chairperson: Nora Widger Principal: Michael Walsh

Date: 18/03/21

This policy will be due for review on:

Date: March 2024