



Charity and Student Fundraising Policy

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| 1 | June 2018 | <ul style="list-style-type: none">• New policy |
| 2 | March 2020 | <ul style="list-style-type: none">• No changes. |
| 3 | March 2022 | <ul style="list-style-type: none">• No changes. |

This policy has been adopted by the Mulberry Schools Trust and will be applied to all schools which belong to the Mulberry Schools Trust.

Rationale

All Mulberry students seek to make a positive contribution to society and they are greatly enriched through the global dimension of the education they receive, both as part of the taught curriculum and within the extended learning opportunities available to them. As such, the support of local, national and global causes by Mulberry students is greatly encouraged and at all times student led.

Aims of the policy

The aim of this policy is to provide guidance for how charities are selected and to clarify the process by which fundraising events should be organised. It will also contain financial guidance for the handling of monies raised and a summary of the responsibilities for the organisation of fundraising activity at schools belonging to the Mulberry Schools Trust.

The process of the annual charity selection

The charity selection process at Mulberry Schools Trust is at all times pupil led. For Years 7-11 the School Council consists of representatives elected by their peers and is the forum by which a charity for the year is selected. The School Council selects 2 from the 10 international charities and the 5 local charities listed in appendix 3 for the school to support that year. This is submitted to the Headteacher for approval using the proforma in appendix 1. The charity selection is authorised by the Headteacher.

Sixth Form students lead a fundraising week every Autumn term. The charity is chosen from the list in appendix 3 and the activities should be organised in accordance with the guidance in this policy. This is submitted to the Headteacher for approval using the proforma in appendix 1. This is managed by the SLT member for the Sixth Form and authorised by the Headteacher.

The selection process for the annual charity must follow the calendar in appendix 2. See 'additional charitable activities' for further information on the process for fundraising for additional causes which may arise throughout the year.

The selection process may be summarised below:

1. The School Council Reps speak to their form groups and gather feedback on the charities pupils wish to support from the list in appendix 3, as well as the types of fundraising activities students plan to do.
2. The School Council Reps research the suggested charities and use the guidance in this policy to produce an outline of fundraising events
3. The Director of Extended Learning shows the outline of the fundraising activities to the Head for preliminary checking
4. The School Council votes on the short list to make a final suggestion for the chosen charities
5. The School Council confirms the planned fundraising activities
6. The school council submits the proforma in appendix 1 containing the proposed charity details and the planned fundraising activities to the Headteacher for approval. This should be submitted at least one month in advance of the planned activities.

Criteria for charity selection

1. The charity is chosen by the pupils from the list in appendix 3
2. The charities on the list in appendix 3 are shown to spend as little as possible on administration so the majority of funds raised are spent on action.
3. The charities on the list do not have any political affiliation.
4. The charities are all official organisations.

Additional charitable activities

In addition to the annual charities selected by the School Council, it may be that at times there is an additional local, national or international cause which the school community is moved to support. The procedure for authorising this follows the same criteria and selection process as the annual charity. Requests from students are made to their school council representatives and this is then discussed at the School Council. If the School Council wishes to complete an additional charity request, it should complete the proforma in appendix 1 and submit to the Headteacher for approval.

Guidance instructions for Fundraising activities

1. Fundraising should be guided by the principle that people will give what they can and should not feel pressured into donating.
2. Supervising teachers are required for all fundraising activities
3. Fundraising acts should not include bringing items in for resale. Student made items or official merchandise is acceptable.
4. If food is being sold such as in a bake sale, the cooking should be supervised by members of the Food Technology department who are qualified in Health and Safety regulations. Food should only be sold and consumed in designated areas because of hygiene.
5. No fundraising activities for selected school charities should take place outside of the school site unless directly authorised by the Head.

Individual fundraising activities

There will be occasions when staff or students pursue fundraising activities individually for a personal cause which will take place outside of school. These activities are not supported by the school and the school takes no responsibility for the pursuit of individual causes.

Financial Guidance

Any cash collected through fundraising needs to be stored appropriately by the students concerned. Students should be advised that cash should be collected by them in pairs as a minimum and under no circumstances should cash be carried outside of the school premises (unless it is being taken to be deposited at the bank). Both the collection of cash and the counting of cash needs to be managed by students and the responsible staff member directly. Should money collected need to be stored securely this needs to be arranged with School Finance staff in advance so that they can arrange for cash to be stored in a secure room. Cash bags for depositing cash collected at the bank can also be collected from the School Finance office.

Where the fundraising is in response to a national appeal most banks undertake to accept donations and transfer the cash collected directly to the charity concerned, the students and lead staff member will be responsible for arranging this. If this isn't the case the Finance staff may be able to make arrangements for the cash collected to be deposited in the School Fund, a corresponding payment for the same amount will then be made to the respective Charity.

Summary of responsibilities

- School Council representatives: To initiate and co-ordinate fundraising events and charity requests from their peers
- Director of Extended Learning: To support the selection of the annual charity and to facilitate the organisation of fundraising events by the School Council.
- Finance Team: To receive monies raised in accordance with the school's financial procedures and to offer guidance on the handling of monies for charitable causes.
- Director of Estates: To offer guidance and advice on health and safety issues related to fundraising events and activities.
- Deputy Head for Operations: To ensure that all procedures have been followed for the planning and execution of fundraising events.
- Headteacher: To authorise the selection of the annual charity and other causes as they arise.

Appendix 1: **Fundraising Event Application Form**

Applications will only be accepted from representatives of the School Council.

Date:

1. Charity to support:
2. Why has this charity been selected?
3. Check that the charity meets the following criteria. You may need to provide evidence. You must be able to answer 'Yes' to each question to submit an application.
 - a. The charity has been chosen by pupils and agreed by the School Council Yes/No
 - b. The charity is on the list in appendix 3 Yes/No
4. Please detail the planned fundraising activities below. Include the type of activity, the date it will be held and the staff member who will supervise. Please check the diary with the Deputy Headteacher in charge of the school diary. For the annual charity, the events should fall inside the nominated weeks on the charity and fundraising calendar.
Type of fundraising activity:

Suggested dates:

Have you checked the dates with the School Calendar? Yes/No

Lead member of staff name and signature:

Has the staff member agreed to lead the organisation of the fundraising event? Yes/No

Director of Extended Learning signature:

5. **Headteacher's approval:**

Mulberry Schools Trust Authorised Charities

International Charities

1. Islamic Relief
2. Cancer Research
3. Children in Need
4. Friends of the Earth
5. Mind
6. Age UK
7. Red Cross
8. Shelter
9. Emergency Relief
10. Women's Aid

Local Charities

1. BreastCancer
2. CysticFibrosis
3. Local Women's Movement
4. Mulberry School Foundation
5. Great Ormond Street Hospital