

# KING EDWARD VI SCHOOL, SOUTHAMPTON

---

## CHARITIES, FUND-RAISING AND SPONSORSHIP POLICY

### Introduction

Charitable activity is a great strength of King Edward VI School. All charitable activities and fund raising are monitored and controlled under the supervision of the Charities Committee, chaired by the Assistant Head (Co-curriculum) with the Charities Co-ordinator and another member of staff in June, or in extraordinary circumstances. Representatives of the main charities are also invited to attend as required.

The remit of the committee is:

To grant funds to charities based on bids made. All funds raised will be centrally held. Bids will be made by the main charities for the estimated costs of their activities. Any surplus funds raised during the year may be allocated to future activities or to particular charities other than those normally supported by the School after discussion with the Charities Committee and, if necessary, the Head.

### The organisation of charitable activities

The Charities Co-ordinator co-ordinates all charitable activities through the Charities' Commission on a day-to-day basis, in consultation with the members of staff and pupils responsible for each of the major charities. He/she publishes a programme for each year, after consultation with the Assistant Head (Co-curriculum), and ensures that unnecessary clashes are avoided. He/she advises the Head of proposed charitable events/activities well in advance and devises a programme of such activities for each term/year after discussion with those involved.

In conjunction with the Assistant Head (Co-curriculum) the Charities Co-ordinator oversees the fund-raising activities throughout the School and anticipates and, where necessary, resolves conflicts between charitable activities. If a problem cannot be resolved informally, the Head will act as 'court of appeal' and his decision is final.

The major charities are responsible for the selection of their own teams and the organisation of their own activities.

### Charities' Commission

All other charitable activity will be organised under the auspices of the Charities' Commission, chaired by Charities Co-ordinator.

### Fund-Raising and Sponsorship

There are clear guidelines governing the raising of funds for charitable purposes. These guidelines also apply to the raising of funds within School for personal causes.

Procedures:

1. All requests for permission to raise funds by any means within the School must be lodged with the Assistant Head (Co-curriculum) in the first instance.
2. The Assistant Head (Co-curriculum) and/or the Charities Co-ordinator will consult with all interested parties to ensure that there is no over-proliferation of similar events.
3. The Assistant Head (Co-curriculum) will advise the Head as to whether a particular event is appropriate. The Head's decision is final.
4. Once the programme for the year has been established, it is unlikely that any major additional events will be sanctioned. However, minor requests may be considered and should be discussed with the Assistant Head (Co-curriculum).

# KING EDWARD VI SCHOOL, SOUTHAMPTON

---

## General considerations

1. No School trip is to be advertised on the understanding that costs will be reduced by in-house funding. Parents should always expect to pay the full price. However, individual problems for pupils with constrained financial circumstances will be given careful consideration and should be discussed with the Assistant Head (Co-curriculum) in the first instance.
2. The Assistant Head (Co-curriculum) and the Head must be informed of how much each of the major fund raising events raises. All sums raised should be counted by two people at the earliest opportunity and a cash sheet completed and signed by both persons. Uncounted cash must, wherever possible, be accompanied by two persons and placed in a sealed bag until counted. Bags and seals will be made available by the Accounts Department who will provide instruction on their use. Monies must be banked as quickly as possible or kept securely, as directed by the School Accountant. Under no circumstances should staff allow themselves to carry large sums of money on their persons off-site or leave them in a location that is insecure, either within the School or elsewhere.
3. Pupils should be advised not to carry around large sums of money on their person and parents, where possible, to donate through KESPAY.
4. Requests for sponsorship/donations from any member of the school community for non-school fundraising events e.g. fun run will be considered by the Charities Co-ordinator and the Assistant Head (Co-curriculum) up to a maximum of £100.
5. Each year a statement of accounts will be prepared for each activity showing how much money was raised and how the money was spent. These accounts should be given to the Assistant Head (Co-curriculum) regularly.
6. There will be no fundraising on Open Evenings or at Parents' Evenings.
7. Major sports tours, expeditions and other relevant School activities may organise one fundraising event in School. This must be done in agreement with the Assistant Head (Co-curriculum) and the Charities Co-ordinator. It should be made clear to the attendees of the event how the proceeds raised will be distributed.
8. There will be no fundraising for activity or adventure trips.
9. Any off-site fundraising events linked to School activities must have prior approval from the Assistant Head (Co-curriculum).
10. The School does not wish to promote gambling. Raffles and prize draws aimed at pupils should not generally exceed £2 (parents £10).
11. Sponsorship can have tax implications. Unless the related advertising is incidental, approval is likely to take a period of time and cannot be given without a detailed written submission specifying the amounts and exact nature of the sponsorship being proposed.
12. No more than one non-uniform day per term is permitted, timings of which must be submitted to Calendar Committee.
13. In the support of Healthy Eating there will be no more than two confectionary sales per term. The dates of these must be submitted to Calendar Committee.
14. Opportunities are available for external Charities who wish to hire our facilities. In consultation with the Bursar and Assistant Head (Co – Curriculum). These may be available free of charge or at a reduced charity rate.