



GOLDEN GROVE HIGH SCHOOL

REQUEST TO UNDERTAKE FUND-RAISING ACTIVITY

Type of event: _____

Start date: / /

Finish date: / /

During school hours

Outside of school hours

Staff member managing event: _____

Purpose of fund-raising: _____

How funds will be raised: _____

List any required licensing regulations that require applications or compliance:

ie Council Health Regulations, Lottery or Wind Licence, Provision Insurance Policy, etc

Has an excursion risk assessment form been completed by Staff Member overseeing activity YES/NO

If YES were any risks identified? YES/NO

If YES how will those risks be managed _____

ie if gas barbeque in use, all users to receive instruction of use, if food being sold does it contain nuts, egg, wheat etc



Sign to indicate that you have read the Golden Grove High School 'Fund Raising Policy' and understand that:

- The fundraising process cannot be advertised or commenced until approval has been given by the Principal,
- The process will be open and transparent and all expenditure and revenue will be paid through the Finance Office. Any reimbursement to individuals will only be made on an approved receipt compliant with GST requirements. (Information on approved documentation is available from Finance Office),
- Prior to purchasing any item over \$100 permission will be requested via Purchase Order or request to the Business Manager,
- All legal requirements have been identified and copies of applications submitted to Business Manager
- A summary report, prepared by the manager of the fund-raising group, will be available within fourteen days of the conclusion of the activity to inform the Finance Advisory Committee of:
- The total funds raised, the costs incurred, the distribution of the funds, any remaining inventory, and any surplus or loss made by the fund-raising activity.

Submission lodged by: _____

Signed: _____ Date: / /

Approved by Finance Advisory Committee for ratification at Governing Council Date: / /

Finance office only:

Approved by Governing Council		Date:
General Ledger Accounts	E-	R-
GST code applied	G	G
Surplus Profit		\$



CHECK LIST

	Date Completed	Signature of person consulted for approval/response
Complete request to undertake fund-raising activity form		
See Finance Officer to discuss financial implications and organise purchases (date, location, type of activity, recipient of funds)		
Does the activity fit with curriculum programs	YES/NO	
If food is involved is it a healthy food option?	YES/NO	
Notify the Canteen if sale of food is involved		
Notify the Front Office of the event (date, location)		
Write a notice in the daily bulletin (date, location, details)		
Write a newsletter/website article/notice/promotion		
Book specific area in the school if required		
Notify Admin Assistant (especially if barbeque is needed)		
Indicate ingredients of food for sale (especially nuts, egg, wheat)		
Contact the charity/organisation you are fundraising for and make arrangements for payment of funds. Notify Finance Officer		
Take completed checklist and money raised to the Finance Office for receipt and forward of cheque to charity/organisation (if applicable)		

CONGRATULATIONS, YOU HAVE SUCCESSFULLY COMPLETED YOUR FUNDRAISING ACTIVITY