



Sponsorship, Fundraising, and Grant Applications Procedure

Rationale

To provide clear guidelines for members of the school community carrying out fundraising activities, organizing sponsorship or requiring grant applications, under the name of, and for the benefit of, Trinity Catholic College.

Guidelines

- We encourage students to fundraise and be active participants in funding their own extra-curricular ventures, where practical. This will promote self-responsibility, equity, and gratitude for extra opportunities offered to them.
- All sponsorship and fundraisers are expected to align with the college values and our special character ethos.
- All publicity must be professional and in accordance with Trinity Catholic College branding rules. This includes all thank you letters and letters requesting donations. For information about branding rules, please contact admin@trinity.school.nz
- All sponsorship and fundraisers must be approved through the college. Organisers must email the sponsorship and fundraising plans to the Business Manager, bjarvie@trinity.school.nz, in adequate time for this to be discussed with senior leadership and permission granted. Include as much information as possible, for example dates, purpose, recipients, money collection, students involved etc. We will endeavour to give a response as soon as practicable.
- All sponsorship and fundraised money must be distributed at a pre-approved rate (e.g. everyone in the group receives an equal share OR students receive profit matching their personal work OR only students who take part receive an equal share). This distribution must be outlined to parents and students at the beginning of the fundraiser or sponsorship agreement.
- The person putting in an application to undertake sponsorship or fundraiser will be accountable to ensure all tasks are completed as per these guidelines.
- Domestic Events – All sponsorship and fundraising must be completed and money received by the Bursar prior to the team leaving for the event
- International Events – All sponsorship and fundraising must be completed six weeks prior to departure so that final accounts can be sent home to be paid.
- The college can assist with photocopying or printing any documentation you may need. Please contact the Director of Sports or the Arts Coordinator to coordinate this for you.
- The school will not be responsible for following up with students, placing orders or the distribution of prizes or goods, this must be arranged by the organizer



- Any sponsorship or fundraising that is done independently of the team must be advertised under the student or family's name, not solely under the college's name. This must still be approved through the college if they have any association at all with the college name.

Expectations Specific to Fundraising

- Fundraising must not interfere with class time for students without prior approval from the Deputy Principal.
- While students are representing the school at fundraising events out of school hours and/or off-site, school rules and expectations will apply. In the case of negative behaviour, the usual school discipline system will be followed.
- Parents must receive adequate notification of student involvement in any fundraisers
- Money collected through fundraising is to be given to the Bursar as soon as possible after the event.
- At the end of the fundraiser the Bursar will be responsible for banking any cash and distribute it into student/ event codes as dictated by the event organiser.
- The school can help supply equipment when available – BBQ, school van, school premises, floats, tables and chairs etc. Discussion with the Business Manager about this must be timely.
- If you require a cash float, please send a request to the Bursar at least seven days before the event.
- Present all invoices/receipts to the Bursar for payment. If personal costs are incurred and need reimbursed these must be presented to the Bursar within 7 days with proof of purchase.
- Collation of forms, money, orders, prizes etc. must be done by the person in charge of the fundraiser.
- All fundraisers must fulfil New Zealand legal requirements.

Expectations Specific to Grant Applications

- There are a limited number of funders in the community and to ensure a fair and equitable access to funding, all applications must first be discussed with the Business Manager. Failing to do this may limit our ability to apply for another purpose at a later date
- In most cases, the college will make the application on behalf of the group wishing to apply.
- The college can assist with documentation and information to support grant applications if required

Review: This procedure will be reviewed according to the triennial programme of self-review.

Reviewed: May 2025

Related Resources and Legislation:

Sports Handbook

Financial Information for Schools Handbook