



## Policy: **BGLS Fundraising and Sponsorship Policy**

### Version Control

Adoption Date	Version	Details	Author
12 <sup>th</sup> April 2023	1	New	Jen Myers

### 1. Scope

- 1.1 The Fundraising and Sponsorship Policy outlines the requirements for the Brisbane German Language School (BGLS) in relation to Fundraising and Sponsorship activities for or at the school.
- 1.2 This policy applies to all BGLS students (youth and adult), parents/guardians of youth students, teachers, coordinators, administrators, and management committee members.
- 1.3 It covers all activities that are intended to generate funds for the BGLS.
- 1.4 BGLS may accept donations from:
  - individuals, companies and organisations
  - philanthropic trusts and foundations
  - corporate foundations
  - estates
- 1.5 Income received from government funding or government grants is not included in this policy.

### 2. Background

- 2.1 It is recognised that fundraising and sponsorship provides support to our BGLS and our community.
- 2.2 BGLS also values and promotes sponsorship and fundraising activities that not only assist our school but also our community partners.

### 3. Principles

BGLS is guided by the following principles:

- 3.1 Our fundraising activities will comply with all relevant laws, regulations and codes of practice.
- 3.2 Any communication we make to the public in the course of carrying out a fundraising activity shall be truthful.
- 3.3 Fundraising activities or donations will not be undertaken or accepted if they may be detrimental to the good name or community standing of BGLS.
- 3.4 We will maintain a high standard of transparency, accountability and ethical practice in fundraising initiatives in line with the *Charitable Fundraising Act NSW 1991 (NSW)*, *Charitable Fundraising Regulation 2021 (NSW)* and with fundraising legislation and regulations in other States and Territories as and when required.
- 3.5 Proposed fundraising activities must be presented to the Management Committee for consideration, endorsement and confirmation of any requirements to proceed.

- 3.6** A square payment device is available to be used at fundraising events. This device is available from the Treasurer upon request. This device will be linked to the BGLS bank account, and at the end of the day, the Committee Member will ensure a reading is made of the money received via this device and the amount provided to the Treasurer at the close of the event.
- 3.7** A monetary float is also available from the Treasurer in advance of the event. The Committee Member leading the event will be advised of the monetary value of the float. At the end of the event, the Committee Member will return all money, including the float to the Treasurer.

#### **4. General Sponsors**

- 4.1** BGLS sponsors are to be managed by the President/Treasurer or their delegated nominee.
- 4.2** Any offers for sponsorship following initial negotiations by the President are to be considered by the Management Committee taking into account value for money and requirements by the pending sponsor.
- 4.3** Prior to accepting sponsorship, the Management Committee must ensure there are no conflicts with the new sponsor and an established sponsor and that the sponsorship conforms with the values of the school.
- 4.4** Ongoing negotiations and extension of sponsorship are paramount and every Management Committee Member should encourage and communicate where necessary with BGLS sponsors.
- 4.5** An official letter written by the secretary should be forwarded for any outside event or individual sponsor to ensure validity of sponsorship and correct acknowledgement of the sponsorship is made.