

New Century School Policy No. 708

Adopted: 04.24.2023

Revised:



708 Fundraising and Donations Policy

I. PURPOSE:

The purpose of this policy is to establish guidelines for fundraising and donations to the school and to ensure that all fundraising and donations are conducted ethically, transparently, and according to the school's values and mission.

II. GENERAL STATEMENT OF THE POLICY:

1. Fundraising:

- a. All fundraising activities must be approved by the school administration, regardless of the potential amount to be raised, ensuring they are relevant to the aims of the school.
- b. Fundraising activities must be conducted in an ethical and transparent manner.
- c. No fundraising activity may involve illegal activities or activities that conflict with the school's values or mission.
- d. Fundraising activities must comply with all applicable laws and regulations, including those related to tax-exempt status.
- e. The school will not solicit funds from individuals who have clearly indicated that they do not wish to engage in the activities.

2. Donations:

- a. Donations may be accepted by the school from individuals, organizations or companies that share the school's values and mission, and all donations will belong to the school only.
- b. Teachers are not allowed to ask for donations without the approval of the school's administration.
- c. All donations received (funds/ items) belong to the school, not the person seeking the donation.
- d. Before approaching any donor, the teacher must report to the school's administration the donor's details and information and what they are donating or will be requested to donate.
- e. The school will not accept donations that are illegal or unethical in nature.
- f. The school reserves the right to refuse donations that do not align with the school's values or mission.

- g. The school will issue a receipt for all donations received and will provide acknowledgment letters for donations over a certain amount, as required by law.
- h. Donors are entitled to receive a copy of this policy.
- i. If a donor requests to remain anonymous, their privacy will be respected.

3. Use of Funds:

- a. All funds raised or donated to the school will be used in a manner consistent with the school's values and mission.
- b. The school will maintain accurate records of all funds received and how they are used.
- c. The school will report on the use of funds to donors and stakeholders on a regular basis.

4. Accountability:

- a. The school is committed to being accountable to its donors and stakeholders.
- b. The school will ensure that all fundraising and donation activities are transparent and documented.
- c. The school will regularly review and assess its fundraising and donation activities to ensure that they align with the school's values and mission.