JPPS Fair Fundraising Standards

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# Principles

The core principle for communication with the public is that it should be part of a positive campaign representing the school to build public awareness, understanding and support for the Objectives of the John Purchase Public School P&C.

# Terms and Definitions

Sponsor means an individual, business or other entity that contributes funds to the JPPS Fair.

Donor means an individual that contributes funds as a result of fundraising activities, goods or services to the JPPS Fair.

Fundraiser means a volunteer who carries out activities for the purpose of raising Donations for the JPPS Fair.

Fundraising Activity means an activity organized by a volunteer that solicits funds through participation.

# To whom does this standard apply

This standard applies to all volunteers of the John Purchase Public School Fair 2016.

## Well Meaning Parents

There will be some parents that may be inclined to approach the public on behalf of the school. This is not endorsed by the school or encouraged by fair organisers unless the parent is presented and agrees to comply with the Code of Conduct and Fundraising Standard.

This guidance is in place to protect the parent as well as the school (Refer Charitable Fundraising Act 1991).

## Participation of Children

The John Purchase Public School P&C endorses compliance with the relevant legislation as outlined in “Legal Issue Bulletin Number 36” from the NSW Department of Education and Communities when children are involved in fundraising activities.

# Professional Conduct

Volunteers and Fundraisers should be mindful of the fact that they are representing the John Purchase Public School P&C in all dealing with the public and must:

1. Be familiar and comply with the Code of Conduct in all dealings with the public;
2. Be familiar and comply with the all sections of this policy that outline acceptable and unacceptable methods or sources of fundraising in the name of the School;
3. Comply with fundraising legislation as outlined in “Charitable Fundraising Act 1991”;
4. Comply with the relevant legislation as outlined in “Legal Issue Bulletin Number 36”
5. Recognise their individual boundaries of competence and perform their duties within the guidelines of their role;
6. Contact their supervisor and Fair Coordinator if they are unsure of the application of these guidelines.

Volunteers and Fundraisers should be mindful of the fact that they are representing the John Purchase Public School P&C in all dealing with the public and must not:

1. Engage in activities that may harm the John Purchase Public School, John Purchase Public School P&C, another volunteer, a student, a school employee or members of the public in the course of their duties or while representing the John Purchase Public School P&C.
2. Engage in activities that bring the John Purchase Public School or John Purchase Public School P&C into disrepute.
3. Engage in an activity during their fundraising work that may constitute a criminal offence.

# Acknowledgement

* The JPPS Fair Treasurer and Coordinator monitor the level of contributions and acknowledge Sponsors for their generosity.
* A Sponsor is entitled to receive acknowledgement of a Sponsorship from the JPPS Fair as outlined in the Sponsorship Package
* A Sponsor is entitled to receive verbal acknowledgement of a Donation from the JPPS Fair volunteer and an acknowledged receipt of the donation from JPPS Fair Treasurer.

# Respect of Sponsors and Donors

A volunteer must ensure that:

1. A Sponsor or Donor is not subjected to undue influence, harassment, intimidation or coercion when approached by a Fundraiser for Sponsorship or Donation.

A Fundraiser must comply with a Sponsor’s or Donor’s request to:

1. Refuse to make a donation;
2. Limit to a certain amount, the frequency of solicitations by the Fundraiser;
3. Not be solicited by mail, phone or other technology; or
4. Not receive printed material concerning the JPPS Fair.

# Disclosures and Costs

1. After obtaining a Sponsorship or Donation, a volunteer or JPPS Fair committee must not change the conditions of the Sponsorship or Donation without first communicating with the Sponsor or Donor any changes to the donation.
2. A volunteer must not commit the JPPS Fair to an expenditure unless the expenditure has been approved by the Fair Treasurer;
3. A volunteer must not commit the John Purchase School to expenditure;
4. A volunteer must not commit the John Purchase School P&C or the School to expenditure unless the expenditure has been approved by the P&C Treasurer.
5. A volunteer must fully and accurately disclose to the John Purchase School Fair Treasurer all Donations received and all costs incurred.

# Personal Public Interactions

New South Wales State legislation (refer Charitable Fundraising Act 1991) requires that volunteer collectors collecting Sponsorship or Donations on behalf of a School must at all times during a School Fundraising Activity display appropriate identification.

## Organisation Identification

“Legal Issue Bulletin Number 36” from the NSW Department of Education and Communities provides guidelines for Identification and outlines exemptions. Wherever identification of an Organisation is required by the guidelines a Fundraiser must provide that Organisation’s:

1. Issue Number (Consecutive);
2. Issue and Expiry Date;
3. Signature (by an authorized person);
4. Full name (of Collector);
5. School Name.

# Promotional Materials

Volunteers must ensure that any Promotional Material used to promote the John Purchase Public School Fair:

1. Is factually accurate, truthful and not likely to deceive or mislead any person;
2. Identifies the School;
3. Identifies the objective of the School Fundraising Activity;
4. Is approved by the School before work commences on promoting the School Fair.
5. Volunteers must ensure that the School (Principal) has given permission for the use of the School name and images and take all reasonable steps to prevent its unauthorised use by third parties including Suppliers or the media.

# Games of Chance

The John Purchase Public School Fair operates to protect the public interest by ensuring that any games of chance as defined by the NSW Office of Liquor, Gaming and Racing operate within the guidelines as defined by the NSW Office of Liquor, Gaming and Racing and ensure the integrity, fairness, accountability and probity of games of chance and those who conduct them.

# Prize Restrictions

Subject to the specified monetary limit applicable to each type of activity, prizes may be in the form of cash, goods, services, or vouchers for goods or services. The following cannot be used as prizes in any game:

* Any tobacco products
* Firearms or ammunition
* Prohibited weapons
* Cosmetic surgery or similar procedures to "improve" appearances.

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Liquor may be used as prizes but a total of only twenty litres may be offered in any one game. This equates to approximately 2 cases of beer, 2 dozen bottles of wine or 28 bottles of spirits.

Generally (refer to the Ready Reference Guide) total cash prizes must not amount to more than $5,000 and individual payouts of $2,000 or more should be in the form of a crossed cheque or direct deposit by electronic banking. Vouchers for goods or services must not be redeemable for cash or prohibited prizes. In the case of a travel prize, any spending money that is included must not exceed 20% of the total value of the prize.