

WAITAKERE COLLEGE

SECTION D FINANCE and PROPERTY

POLICY: **Funds Application and Donations Policy**

Review Date: **August 2016**

REVIEW: **Principal, Business Manager**

GOAL:

To prudently examine available sources of extra income ensuring the College is aware of opportunities to increase revenue.

OBJECTIVES:

- 1 To keep abreast of local and national sponsorship, community grants and other relevant legal opportunities.
- 2 To ensure the College is maximising grants and sponsorship by having a co-ordinated approach.
- 3 To annually review the needs of the College and target the most relevant to ensure the needs of the College are met.

GUIDELINES:

- 1 The Business Manager will maintain a central directory of all available local and national sponsorship and grant opportunities.
- 2 Staff, school clubs or teams who wish to enter into any fundraising venture must inform the Business Manager prior to entering any agreement to ensure co-ordination and correct procedures are followed. Any fundraising must be aligned to the College strategic planning.
- 3 Staff will follow the procedure of application and all applications will be approved by the Principal and processed centrally by the Business Manager.

Signature of Chairperson

Date

Signature of Principal

Date