

# WAITAKERE COLLEGE

## Section D (NAG 4) FINANCE and PROPERTY

**Policy:** Funds Application and Donations Policy

**Date of Review:** August 2020

**Review:** Principal, Senior Leadership Team (SLT), Accounts Administrator,  
Relationship Administrator

### 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 Accounts Administrator and/or Relationship Administrator 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 Relationship Administrator and/or Accounts Administrator 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 Accounts Administrator.

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Chairperson

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Principal

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Date