

FUNDRAISING AT MATAKANA SCHOOL

Why do we need to Fundraise?

Matakana School is classified by the Government as a decile 9 school. As such we receive limited discretionary funding. Usually, our operational grant from the Ministry of Education meets only 75% of our basic operating costs. School families pay an annual donation to the school to make up a portion of the shortfall, but we are expected to source the remaining funds from elsewhere.

Thanks to the amazing support of the community, and the hard work of dedicated teams of parents, Matakana School has a long history of running successful fundraising events. Each year this enables us to not only meet our basic operating shortfall, but also fund extra programmes, activities and facilities that enable the Board of Trustees, Principal and staff to provide our children with an exceptional education and enable us to achieve our vision to 'take children beyond expectations'.

Who is responsible for fundraising?

The responsibility for fundraising rests with everyone in the school community. If no money is raised, we, the Board, can still provide a basic level of service by way of the operational grant and annual school donations - it is our responsibility to do so.

Who coordinates fundraising?

Co-ordination of fundraising is crucial so that we do not risk our valuable sponsors/supporters being 'hit' too often and becoming reluctant to commit funds/services. It is also important to ensure that the parent community is not overburdened. In 2010, the Board set up a Community Relations and Funding Sub-committee (CRFS). One of their roles is to monitor the various fundraising activities undertaken by the school, and co-ordinate requests to the local business community for sponsorship, donations and support.

What are the major fundraising events currently run by Matakana School?

Several of our fundraisers are very much anticipated community events on the Matakana Coast calendar:

Gala

This is held every Labour weekend (October), and consistently provides a significant amount of funds for the school. The school employs a Gala Co-ordinator, who oversees the Gala with the help of a Gala Manager, and organises Team Leaders, and the dozens of parent volunteers who make this event a huge success.

Auction Night

An annual Auction Night is held in Term 3 to raise funds from a range of donated goods and services in both live and silent auctions. high-value goods and services. This event is managed by an employed Auction Co-ordinator, who works closely with a team of 4-6 parents

Fun Run

The Omaha Classic Fun Run/Walk features various run/walk events that promote community health and wellbeing, and is managed by parents of the school that are enthusiastic runners themselves.

Matakana School Cookbook

A cookbook was produced in 2005 and 2009. This project was managed by a team of parents.

How does fundraising happen?

Existing Events are co-ordinated by teams of parents (with a paid co-ordinator in the case of Gala/Auction). New team members are always sought to replace those who leave the school as their children move on. Information regarding these events and what help is required is sent out in school newsletters.

Ideas for new fundraising events should be taken as a proposal, with a management plan, to CRFS for initial consideration (ask the office if you are unsure who to contact). Depending on the size and nature of the proposed event, BOT approval may be required. A Fundraising Calendar for the school is set and approved in September of each year, so it is preferable that any new proposals are made before that. If the idea is approved (with or without amendments), the event is actioned by the group specified in the approved management plan (this is not the responsibility of CRFS). The funds raised will be used by the school for goods, services or projects that are in-line with the overall strategic goals for the school.

General Fundraising Guidelines

- It is Board policy that an annual school donation be requested of each pupil. This may be paid in installments. The Board will review this figure at the end of each school year.
- Approval from the Board and/or Principal is required for any fundraising associated with Matakana School.
- Annual fundraising events (including Gala and Auction Night) do not require approval from the BOT each year, unless there is a significant change to the event.
- A fundraising calendar is maintained by the CRFS administrator. This is to ensure that activities are spread throughout the year, so that demands made on both parents and the community are reasonable. This calendar will be available on the website, and the main notice board
- The Board delegates to CRFS the authority to monitor all events pre-approved on the fundraising calendar as they see fit, within allocated resources.
- When taking a new fundraising proposal to CRFS, the following information is required: Key people who wish to lead the project, dates fundraising is to occur, and a list of any local businesses which may be approached for donations and/or discounts.
- Any group wishing to fundraise shall be made aware of these fundraising guidelines.
- The Board delegates to the Principal the authority to approve minor fundraising events (such as sausage sizzles, discos...) which do not involve donations from local businesses. The Principal will be responsible for regulating the frequency of such events so that they have minimum impact on the day to day running of the school, and do not overburden parents.
- The Board acknowledges the need for MMPT to undertake fundraising. The Board commits to work with MMPT to ensure wherever possible their fundraising proposals can be accommodated.
- Application for grants must be approved in advance by the BOT
- Paid advertising in newsletters is approved.
- Sponsorship is approved by the Board of Trustees, in line with the sponsorship document.
- Fundraising for charity is approved, set in the fundraising calendar. Generally there will only one charity supported each term.
- Minor fundraising for class camps may be approved by the Principal on application.
- Fundraising within the school during school hours by affiliated community groups (eg sports teams, brownies...) may be approved by the Principal, but will not take priority over school fundraising.